FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1346539-0

Total Deleted Page(s) = 50
Page 5 ~ b7E;
Page 6 ~ b7E;
Page 7 ~ b7E;
Page 8 ~ b7E;
Page 9 ~ b7E;
Page 10 ~ b7E;
Page 11 ~ b7E;
Page 12 ~ b7E;
Page 13 ~ b7E;
Page 14 ~ b7E;
Page 15 ~ b7E;
Page 25 ~ Referral/Direct;
Page 31 ~ Referral/Direct;
Page 39 ~ Referral/Direct;
Page 40 ~ Referral/Direct;
Page 41 ~ Referral/Direct;
Page 42 ~ Referral/Direct;
Page 43 ~ Referral/Direct;
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Page 77 ~ Referral/Direct;
Page 78 ~ Referral/Direct;
Page 79 ~ Referral/Direct;
Page 80 ~ Referral/Direct;
Page 81 ~ Referral/Direct;
Page 87 ~ b7E;
Page 88 ~ b7E;
Page 89 ~ b7E;
Page 97 ~ Referral/Direct;
Page 102 ~ Referral/Direct;
Page 103 ~ Referral/Direct;
Page 122 ~ Referral/Direct;
Page 126 ~ Referral/Direct;
Page 134 ~ Referral/Direct;
Page 135 ~ Referral/Direct;
Page 136 ~ Referral/Direct;
Page 137 ~ Referral/Direct;
Page 151 ~ Duplicate - to 66-HQ-17381-3501 [FDPS pages 145-146];
Page 152 ~ Duplicate - to 66-HQ-17381-3501 [FDPS pages 145-146];
Page 171 ~ Referral/Direct;

Page 175 ~ Referral/Direct;
Page 187 ~ Duplicate - to 66-HQ-17381-3512x1 [FDPS page 175];

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X Deleted Page(s) X
X No Duplication Fee X
X For this Page X
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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-16-2011 BY 60324 uc baw/sab/cls

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Kinley
Mr. Armstrong
Mr. Bowers
Mr. Herington
Ms. Herwig
Mr. Mintz
Mrs. Neenan

TO : Mr. Conrad
Attention: Mr. Herndon

DATE: April 2, 1973

FROM : T. J. Jenkins

SUBJECT: CRYPTOGRAPHIC MATERIAL AT EMERGENCY RELOCATION CENTER

Reference is made to the memorandum captioned "War Plans - Cryptographic Material for Emergency Relocation Center" from Mr. C. F. Downing to Mr. Parsons dated February 3, 1955. This memorandum recommended that a complete inventory of all cipher pads stored at [redacted] be submitted to the Bureau, Attention: FBI Laboratory, April 1, 1955, and once every two years thereafter. b7E

I am submitting herewith two copies of the complete inventory of all cipher pads stored at the Emergency Relocation Center as of this date.

A tickler has been made in order that an inventory may be submitted April 1, 1975.

ACTION:

The enclosed inventory should be forwarded to the Cryptanalysis-Translation Section of the FBI Laboratory.

Enclosure

LCB:cmm
(3)

EX-117

Handled Amer. SK Wire 4/5/73

REC-76 66-17381-346

4 APR 9 1973

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-16-2011 BY 60324 uc baw/sab/cls

1 - Mr. T. J. Smith
1 - Mr. R. H. Horner

BY LIAISON

Date: May 16, 1973

To: Chief, Security Branch
Office of Emergency Preparedness
Room 112, Winder Building
Washington, D. C.

From: William D. Ruckelshaus, Acting Director

Subject: PASSES FOR CADRE PERSONNEL

It is requested that passes be issued for the following cadre personnel of this Bureau:

Mr. Harold N. Bassett
Mr. William A. Branigan
Miss [redacted]
Mr. [redacted]
Mr. Richard J. Gallagher
Mr. Bell P. Herndon
Mr. Donald E. Moore
Miss [redacted]
Mr. [redacted]
Mr. Robert L. Shackelford
Mr. [redacted]

b6
b7C

Three photographs and completed "Pass Information" and "Cadre Data" forms are attached.

REC-102

Please delete the names of Mr. [redacted] and Miss [redacted] from the list of cadre personnel furnished by letter of March 22, 1973, and replace them with the names of Mr. [redacted] and Mrs. [redacted].

Enclosures (55)

RHH: glw
(5)

MAY 17 1973

SEE NOTE PAGE 2

57 MAY 31 1973

PERS. REC. UNIT

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Baise
Mr. Barnes
Mr. Bowers
Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

MAIL ROOM ☑ TELETYPE UNIT ☐

Chief, Security Branch
Office of Emergency Preparedness

NOTE:

Special pass is required for access to OEP classified relocation site. Personnel listed are members of Executive Team Bravo, who will relocate to that site in event of national emergency, not presently in possession of OEP identification passes.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-16-2011 BY 60324 uc baw/sab/cls

Memorandum

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Baise
Mr. Barnes
Mr. Bowers
Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

TO : Mr. Marshall

DATE: 5/24/73

FROM : B. P. Fisher

SUBJECT: BUPLANS - EMERGENCY COMMUNICATIONS FACILITIES AT [redacted] b7E

By memo from Mr [redacted] to Mr. Jenkins dated 12/14/72, it was recommended and approved that six [redacted] typists and stenographers be made available for training to perform emergency communication functions and that these employees supplement communications personnel, Files and Communications Division, in conducting the monthly practice exercises using the Interagency Communications System (ICS) and Bureau communications facilities. The following personnel received this training and have participated in communications practice exercises during January, February, March, and April, of this year: b6 b7C b7E

Name	Title	Grade
[redacted]	Clerk-Dict. Machine Transcriber	GS-4
	Clerk-Dict. Machine Transcriber	GS-4
	Clerk-Typist	GS-3
	Clerk-Typist	GS-3
	Clerk-Stenographer	GS-4
	File Clerk	GS-4

b6 b7C

During the January and February exercises, these employees assisted Communications Section personnel in these operations and demonstrated high proficiency in performance of these duties. During March and April exercises, they performed these duties under the direct supervision and guidance of Communications Management Specialist [redacted] without assistance of Communications Section personnel. [redacted] was assisted by Radio Maintenance Technician [redacted] Prior to the April exercise, Mr. [redacted] was afforded specialized training in the ICS communications center supervisor duties at the Federal Agency Communications Section School operated by ICS in Washington, D. C. Communications Section personnel did not participate b6 b7C

REC-91 66-17314-3440

JUN 5 1973

1 - Mr. Jenkins (sent direct)
1 - Mr. Feeney (sent direct)
1 - Personnel files of [redacted]

COMM. SECT.

ACF:ska
(13)

CONTINUED - OVER

Enclosures Sent 6-1-73

58 JUN 11 1973

in the latter two exercises due to a heavy volume of work at FBIHQ occasioned by the Wounded Knee and Watergate specials requiring the services of all our available personnel.

Based upon accuracy and work volume reports returned to us by the ICS Control Group, which supervises these monthly exercises, we are aware of the high degree of accuracy all of the above personnel achieved which reflects high credit on the Bureau. Since these [redacted] employees, who have performed these functions, are normally assigned to clerk-typist and stenographic duties and the fact that these communications functions are not a part of their normal duties and which required the assimilation of considerable detailed procedures, it is felt they are fully deserving of letters of commendation for their efforts. b7E

RECOMMENDATION:

That the above-named employees including [redacted] and [redacted] be furnished individual letters of commendation for their excellent services performed during the communications exercises in which they participated during the months of January through April, 1973.

b6
b7C

Appropriate letters attached for [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-16-2011 BY 60324 uc baw/sab/cls

Assistant Attorney General
for Administration

June 29, 1973

Acting Director, FBI

1 - Mr. R. H. Horner

VITAL RECORDS PROTECTION STATUS REPORT

Attached are two copies each of General Services Administration Vital Records Protection Status Report forms 2034 and 2035 relative to our vital records.

Mr. [redacted] of your office asked that these forms be referred to him as he will coordinate the forms for all segments of the Department of Justice.

Enclosures (4)

b6
b7C

RHH:glw
(4)

NOTE:

Reports regarding readiness and safeguarding of emergency records is submitted annually to General Services by Assistant Attorney General for Administration of the Department. Information relating to FBI records maintained at relocation site, described in general terms, has been updated and is being submitted as requested by Mr [redacted] of the Department.

REC-66 64-17381-341

EX-104

5 JUL 3 1973

1 ENCLOSURE

MAILED 24
JUN 29 1973
FBI

Mr. Felt
Mr. Baker
Mr. Callahan
Mr. Cleveland
Mr. Conrad
Mr. Gebhardt
Mr. Jenkins
Mr. Marshall
Mr. Miller, E.S.
Mr. Soyars
Mr. Thompson
Mr. Walters
Tele. Room
Mr. Baise
Mr. Barnes
Mr. Bowers
Mr. Herington
Mr. Conmy
Mr. Mintz
Mr. Eardley
Mrs. Hogan

MAIL ROOM ☑ TELETYPE UNIT ☐

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

VITAL RECORDS PROTECTION STATUS REPORT
(PART I - EMERGENCY OPERATING RECORDS)

PROGRAM STATUS AS OF *(Month, day, year)*: June 29, 1973

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

TO

General Services Administration
National Archives and Records Service
Center Operations Division
Washington, D. C. 20408

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-16-2011 BY 60324 uc baw/sab/cls

2. DEPARTMENT OR AGENCY: Department of Justice

3. BUREAU OR SERVICE: Federal Bureau of Investigation

4. REPORT COVERS
☐ a. TOTAL ORGANIZATION ☐ b. OTHER *(Specify)*

5. ADDRESS OF REPORTING OFFICE *(Number, street, city, State and code)*
9th and Pennsylvania Avenue, Northwest, Washington, D. C. 20535

6. OVERALL PROGRAM STATUS

OBJECTIVES	CHECK ONE: COMPLETE	CHECK ONE: INCOMPLETE
a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS	X	
b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED	X	
c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED	X	
d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY MOVEMENT	X	
e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED	X	

7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS	COMPLETE NO.	INCOMPLETE NO.	8. PERCENT OF OVERALL PROGRAM COMPLETED AND MAINTAINED CURRENT	PERCENT
				100%

9. MAJOR LOCATION(S) OF PROTECTED RECORDS

UNITS OF ORIGIN	ADDRESSES	SPACE PROTECTED (YES OR NO)	IN, OR ACCESSIBLE TO, EMERGENCY OPERATING FACILITY (YES OR NO)	RECORDS IN USABLE FORM (YES OR NO)	RECORDS COMPLETE (YES OR NO)
FBI	Classified Relocation Site	Yes	Yes	Yes	Yes

10. PROGRAM REVIEWED
☐ a. ANNUALLY ☒ b. SEMIANNUALLY ☐ c. OTHER *(Specify)*

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOPGAP MEASURES FOR EACH ITEM INCOMPLETE.

ENCLOSURE

REPORTS CONTROL SYMBOL GS-36

66-17381-3449

GSA FORM NOV 69 2034

13. DESCRIPTION OF RECORDS AT LOCATION(S)

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS a.	RECORDING MEDIUM (Paper, microfilm, punch-cards, etc.) b.
Fingerprint records (limited number)	microfilm
Training material	paper
Policy and Operations Manuals	paper
Government Travel Requests	paper
Civil Service Commission personnel instructions	paper
Salary tables	paper
Communications operating instructions (provided by Office of Emergency Preparedness and Interagency Communications System)	paper
Handwriting specimens - limited	paper
FBI Emergency Operating Plans and related documents	paper & microfilm
Emergency Procedures - Department of Justice	paper
Essential Interdepartmental Intelligence Conference Records	microfilm
Office of Emergency Preparedness Emergency Preparedness Documents	paper
General Services Administration Emergency Documents	paper
Radio Frequency Data	paper
Cryptanalysis materials	paper
Materials for limited Laboratory examinations	paper

14. REPORTED BY (Official responsible for Vital Records Program)

SIGNATURE

NAME AND TITLE (Please print) [redacted] b6 b7C

Defense Plans Coordinator

ORGANIZATIONAL UNIT

Federal Bureau of Investigation [redacted]

TELEPHONE NO. (Or code) AND EXT.

175 ext. 2005

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE

VITAL RECORDS PROTECTION STATUS REPORT
(PART II - RIGHTS AND INTERESTS RECORDS)

1. PROGRAM STATUS AS OF *(Month, day, year)*: June 29, 1973

INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same reporting element for which GSA Form 2034, dealing with emergency operating records, was completed.

TO

General Services Administration
National Archives and Records Service
Center Operations Division
Washington, D. C. 20408

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-16-2011 BY 60324 uc baw/sab/cls

2. DEPARTMENT OR AGENCY: Department of Justice

3. BUREAU OR SERVICE: Federal Bureau of Investigation

4. REPORT COVERS

☐ a. TOTAL ORGANIZATION ☐ b. OTHER *(Specify)*

5. ADDRESS OF REPORTING OFFICE *(Number, street, city, State and code)*: 9th and Pennsylvania Avenue, Northwest, Washington, D. C. 20535

6. OVERALL PROGRAM STATUS

OBJECTIVES	CHECK ONE: COMPLETE	CHECK ONE: INCOMPLETE
a. PLANS FOR PRESERVING RIGHTS AND INTERESTS RECORDS	X	
b. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY EMPLOYEES PRESERVED	X	
c. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF PUBLIC (CITIZENRY) PRESERVED	N/A	
d. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY PRESERVED	X	

7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS	COMPLETE NO.	INCOMPLETE NO.	8. PERCENT OF OVERALL PROGRAM COMPLETED AND MAINTAINED CURRENT	PERCENT
				100%

9. MAJOR LOCATION(S) OF RECORDS DEPOSITORIES

UNITS OF ORIGIN	ADDRESSES	SPACE PROTECTED (YES OR NO)	RECORDS COMPLETE (YES OR NO)
FBI	Classified Relocation Site	Yes	Yes

10. PROGRAM REVIEWED

☐ a. ANNUALLY ☒ b. SEMIANNUALLY ☐ c. OTHER *(Specify)*

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE.

12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOPGAP MEASURES FOR EACH ITEM INCOMPLETE.

ENCLOSURE

REPORTS CONTROL SYMBOL GS-37

66-17381-3444

GSA FORM NOV 69 2035

13. DESCRIPTION OF RECORDS AT LOCATION

LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS a.	RECORDING MEDIUM (Paper, microfilm, punch-cards, etc.) b.
Insurance	paper
Payroll	paper
Retirement	microfilm
Annual Leave	paper

14. REPORTED BY (Official responsible for Vital Records Program)

SIGNATURE

NAME [redacted] b6 b7C

Defense Plans Coordinator

ORGANIZATIONAL UNIT

Federal Bureau of Investigation

TELEPHONE NO. (Or code) AND EXT.

175 ext. 2005

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-16-2011 BY 60324 uc baw/sab/cls

Memorandum

Assoc. Dir. ____
Asst. Dir.: ____
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 9/17/73

FROM : B. P. Fisher

SUBJECT: BUPLANS COMMUNICATIONS TRAINING FOR [redacted] PERSONNEL

b7E

By memo [redacted] to Mr. Jenkins dated 12/14/72, FBIHQ, [redacted] made available personnel to handle monthly communications activities involving use of Interagency Communications System (ICS) emergency communications facilities at [redacted] The next scheduled exercise will be held on September 18 and 19. [redacted] personnel involved in these exercises would be required to handle Bureau traffic in an emergency and, therefore, should have a thorough knowledge of Bureau communications procedures.

b6
b7C
b7E

[redacted] one of our senior Communications Operators from this division, will be available to afford specialized Bureau communications training to those [redacted] employees now trained in ICS communications operations, during the period September 18 and 19. Mr. [redacted] will commute daily from FBIHQ to the [redacted] and will afford this training to the selected employees between the hours of 8 a.m. and 4:30 p.m.

b6
b7C
b7E

RECOMMENDATION:

That in connection with specialized training for [redacted] personnel, [redacted] be permitted to use his personally owned automobile (POA) and claim mileage expenses at the rate of 11 cents per mile for this two-day period not to exceed [redacted] from FBIHQ.

REC-19 62-116464-3450

EX-105

SEP 20 1973

1 - Mr. Jenkins, Attn: Mr. [redacted] (sent direct)
1 - Mr. Hall (sent direct)
1 - Personnel file of [redacted]

b6
b7C

DHH:ska
(5)

55 OCT 5 1973

XEROX COPY MADE BY
DATA PROCESSING SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-16-2011 BY 60324 uc baw/sab/cls

SAC, [redacted] 11-14-73

Director, FBI

BUPLANS - [redacted] b7E

Reference is made to Bureau letter dated July 31, 1958, in which certain information concerning the Special Agents Insurance Fund and the Charles S. Ross Fund was set out. Since these records are maintained at [redacted] in accordance with Bureau instructions, this information is being directed to you for inclusion in the confidential records repository. There is contained herein a listing of all Bonds purchased for the Special Agents Insurance Fund and the Charles S. Ross Fund.

As of the close of business August 31, 1973, the Special Agents Insurance Fund maintained the following accounts:

BANK	BOOK NUMBER	AMOUNT
Alexandria National Bank	01-1-102756	$ 16,563.52
American Federal Savings & Loan	1-027982-8	21,499.70
American Security & Trust Company	04-953-19-786	21,201.02
Arlington Trust Company	338677	17,424.67
Capital City Federal Savings & Loan	63-06255-8	21,899.32
Columbia Federal Savings & Loan	31-001999-00	22,347.38
District of Columbia National Bank	850-479-2	7,020.02
Eastern Liberty Federal Savings & Loan	611715	22,485.48
Equitable Savings & Loan	S-64156	6,501.37
First Federal Savings & Loan	11-154744-0	2,737.39
Home Federal Savings & Loan	2454-6	21,726.07
Interstate Building Assn.	154-0134-6	5,273.01
Jefferson Federal Savings & Loan	040761-5	20,786.18
Metropolis Building Assn.	8683	12,214.47
National Bank of Washington	4-027-47-7	1,927.99
National Permanent Savings & Loan	707-749-1	10,970.90
Northwestern Federal Savings & Loan	S-21175-5	21,896.59
Oriental Building Assn.	58926	2,108.94
Perpetual Building Assn.	122-1287-4	2,169.96
Prudential Building Assn.	12415	2,227.68
Riggs National Bank	02-194-558	1,881.59
Suburban Trust Company - Bowie Branch	68-02146	16,383.64
Union Trust Company	02-214-334	17,188.54
Virginia National Bank	254-5-700000052	3,981.04
Washington Permanent Savings & Loan	34-273-4	4,039.23
	TOTAL	$305,055.30

66-173 [redacted]

REC-11

MAILED 9 NOV 14 1973 FBI

EX NOV 15 1973

Assoc. Dir. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

- Mr. Dunphy (SENT DIRECT)

MBW:cmb
(4)

MAIL ROOM ☑ TELETYPE UNIT ☐

Letter to SAC, [redacted] b7E
Re: Buplans

BONDS - SPECIAL AGENTS INSURANCE FUND

DATE	SERIES	BOND NUMBER	FACE VALUE
10/59	H	M3723157H	$ 1,000.00
10/59	H	M3723156H	1,000.00
10/59	H	V501736H	5,000.00
10/59	H	V501737H	5,000.00
10/59	H	V501738H	5,000.00
10/59	H	V501739H	5,000.00
10/59	H	V501740H	5,000.00
2/68	E	X3057265E	10,000.00
2/68	E	X3057274E	10,000.00
2/68	E	X3057275E	10,000.00
2/68	E	M89829715E	1,000.00
2/38	E	M89829716E	1,000.00
2/68	E	M89829717E	1,000.00
2/68	E	C488004055E	100.00
2/68	E	C488004056E	100.00
2/68	E	C488004057E	100.00
2/68	E	Q2320626960E	25.00
12/68	E	X3057336E	10,000.00
12/68	E	X3057337E	10,000.00
12/68	E	X3057338E	10,000.00
12/68	E	X3057339E	10,000.00
12/68	E	X3057340E	10,000.00
12/68	E	X3057341E	10,000.00
12/68	E	M90770944E	1,000.00
12/68	E	R41313191E	200.00
12/68	E	C496179779E	100.64
12/68	E	Q2386343783E	25.16
		TOTAL	$121,650.80

All Special Agents were members of the Special Agents Insurance Fund at the close of business August 31, 1973.

Virginia National Bank Savings Certificate No. 02-254 000313610: $15,000.00

Letter to SAC, [redacted]
Re: Buplans

b7E

As of the close of business August 31, 1973, the Charles S. Ross Fund maintained the following accounts:

BANK	BOOK NUMBER	AMOUNT
National Permanent Federal Savings & Loan	715-228-0	$1,615.02
Washington Permanent Savings & Loan	46-742-1	3,661.53
	TOTAL	$5,276.55

DATE	SERIES	BOND NUMBER	FACE VALUE
11/63	E	X3005929E	$10,000.00
11/63	E	X3005930E	10,000.00
11/63	E	M86065022E	1,000.00
11/63	E	M86065023E	1,000.00
11/63	E	M86065024E	1,000.00
11/63	E	M86065025E	1,000.00
11/63	E	M86065026E	1,000.00
11/63	E	M86065027E	1,000.00
11/63	E	M86065028E	1,000.00
11/63	E	M86065029E	1,000.00
11/63	E	R35921906E	200.00
11/63	E	R35921907E	200.00
11/63	E	L618921427E	50.00
12/63	E	X3015266E	10,000.00
12/63	E	X3005545E	10,000.00
12/63	E	M86065052E	1,000.00
12/63	E	D86278226E	500.00
12/63	E	C441106533E	100.00
3/64	E	M86357937E	1,000.00
3/64	E	M86357938E	1,000.00
3/64	E	M86357939E	1,000.00
3/64	E	M86357940E	1,000.00
3/64	E	M86357941E	1,000.00
3/64	E	M86357942E	1,000.00
3/64	E	M86357943E	1,000.00
3/64	E	M86357944E	1,000.00
3/64	E	M86357945E	1,000.00
3/64	E	L625189216E	50.00
		TOTAL	$59,100.00

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-16-2011 BY 60324 uc baw/sab/cls

Mr. William D. Van Stavoren, Director
Office of Budget and Finance

9/28/73

Director, FBI

66-17381-

CONSTRUCTION OF FALLOUT SHELTER

Reference is made to your memorandum dated September 21, 1973, captioned, Construction of Fallout Shelter.

The Federal Bureau of Investigation has no emergency preparedness projects or facilities, Federally funded, under construction or planned for construction, applicable to Fiscal Year 1975 and, therefore, no budget estimates, as requested in your memorandum, are being furnished.

MAILED 4
SEP 28 1973
FBI

TAH:lsk
(9)
1-Mr. Dunphy
1-Mr. Jackson
1-Mr. Gregory
1-Mr. Jenkins
1-Mr. E. S. Miller

Based on memo Van Stavoren to Kelley, 9/21/73.

ORIGINAL FILED IN

Assoc. Dir. ____
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Director Sec'y ____

58 OCT 15 1973

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Telephone Rm. ____
Director Sec'y ____

TO : Mr. F. S. Putman

DATE: 12/19/73

FROM : [redacted]

b6
b7C
b7E

SUBJECT: BUPLANS
~~VITAL~~ RECORDS TO [redacted]

[redacted] Enclosed for [redacted] is single card pertaining to [redacted] who is new informant. Make appropriate notation in files.

b7D
b7E

RECOMMENDATION:

It is recommended this memorandum be referred to [redacted] for appropriate handling. Action taken at [redacted] should be noted on this memorandum.

b7E

Enclosure - detached at [redacted]

DKS:emj
(4)

1 - 64-4123-221 (Legal Attache Informants - Mexico City)

66-17381

1 - [redacted]
1 - [redacted]

REC 44
ST-114

66-17381-3458

[redacted]

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22 JAN 7 1974

[redacted]

Received & handled by
12-27-73
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84 JAN 14 1974

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UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
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DATE 03-16-2011 BY 60324 uc baw/sab/cls

TO : DIRECTOR, FBI
(ATTN: BUPLANS DESK)

DATE: 1/3/74

FROM : SAC, DETROIT (66-2276)

SUBJECT: ~~DEFENSE PLANS~~ Buplans

Re Bureau letter to Albany, dated 9/21/73.

Enclosed for the Bureau are six copies of an LHM in response to referenced Bureau letter. Two copies of LHM are designated for Office of Preparedness, Regional Office, Region Five, Chicago, Illinois, and one copy is designated to Federal Regional Center, Battle Creek, Michigan.

The enclosed LHM is classified ~~confidential~~ Secret inasmuch as it pertains to Bureau Defense Plans for relocation in the event of a national emergency.

2 - Bureau (Encs. 6) (RM)
1 - Detroit
JDW:kpk
(3)

4 copies returned to Detroit by O-7 1-17-74 DB

REC-50 66-17381-3453

EX-117

JAN 8 1974

FIVE

DOJ

57 JAN 25 1974

5010-108-01

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

DECLASSIFIED BY 60324 uc baw/sab/cls
ON 11-07-2011

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to File No.

~~CONFIDENTIAL~~ ~~SECRET~~

Detroit, Michigan
January 3, 1974

DEFENSE PLANS

The primary Emergency Operation Center (EOC) for the Detroit Office of the FBI is the FBI Field Office located at 333 West Fort Street, Detroit, Michigan, telephone number (313) 965-2323. The relocation site for the Detroit Office is [redacted] b7E

The FBI Representative designated to report to the Office of Preparedness, Federal Regional Center for Region Five, located at Battle Creek, Michigan, is Special Agent [redacted]. b6 b7C

In compliance with Office of Preparedness directives, two Executive/Management Teams have been established in the Detroit FBI Field Office. Team One is headed by the Special Agent in Charge and is comprised of a minimum number of supervisory and investigative personnel designed to assure direction of emergency operations. Communications, clerical and stenographic personnel assigned to the Detroit FBI Office will be available as needed in support of the Executive Team. Team Two is headed by an Assistant Special Agent in Charge and supported by eight supervisory and investigative Agents, five stenographers, two communications technicians and four clerical personnel.

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.

~~CONFIDENTIAL~~ ~~SECRET~~

66-17381-3453

~~Classified by W. Marvin Gheesling~~
~~Exempt from GDS, Category 2~~
~~Date of Declassification Indefinite~~

ALL INFORMATION CONTAINED
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1 - Miss [redacted] b6 b7C

BY LIAISON

Date: January 18, 1974

To: Mr. Bernard T. Gallagher
Chief, Exercises and Facilities Division
General Services Administration
Office of Preparedness
GS Building, Room 1242A
18th and F Streets, Northwest
Washington, D. C.

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

REC-8 66-17381-349

EX-109

JAN 23 1974

This is to advise that Mr. Russell H. Horner replaces Mr. Joseph M. Sizoo as Defense Plans Coordinator for this Bureau and should be carried as a "Special Exception" on the cadre listing.

66-17381

DBB:glw
(4)

NOTE:

The term "Special Exception" is used by Office of Preparedness for Defense Plans Coordinators who require access to its Emergency Operations Center [redacted] but are not designated to relocate at that site. b7E

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Director Sec'y ____

MAIL ROOM ☑ TELETYPE UNIT ☐

JAN 30 1974

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GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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Memorandum

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Admin. ✓
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Inspection ✓
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Plan. & Eval. —
Spec. Inv. —
Training ✓
Legal Coun. —
Telephone Rm. —
Director Sec'y —

TO : MR. CALLAHAN

DATE: February 28, 1974

FROM : O. T. JACOBSON

SUBJECT: ~~EMERGENCY OPERATING FACILITY~~
EMERGENCY RELOCATION SITE

b7E

b7E

During the course of the recently concluded inspection of the Files and Communications Division, it was determined that due to continued contract difficulties on the part of General Services Administration (GSA),

The problems involved with implementing the necessary changes in order to utilize have been closely followed by the

b7E

b7E

1 -
1 - Mr. Marshall
1 - Mr. Walsh
1 - Mr. Wannall
JAC:gms
(6)

ST-116 REC-24 66-17381-3455

MAR 15 1974

MAR 29 1974

CONTINUED - OVER

Memorandum to Mr. Callahan
Re: Emergency Operating Facility

It is felt that this matter is being closely followed with GSA by the [redacted] in order to insure that the [redacted] will be placed in a standby operational status just as soon as possible.

b7E

RECOMMENDED ACTION:

None . . . for information and to insure that the Director and other officials are aware of the problems that have been encountered with GSA concerning this phase of our Emergency Operating Facility at the [redacted]

HNB

14

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Telephone Rm. ____
Director Sec'y ____

TO : Mr. Marshall

DATE: 5/17/74

FROM : [redacted]

SUBJECT: BUPLANS - COMMUNICATIONS TRAINING
FOR [redacted] PERSONNEL

b6
b7C
b7E

By memo [redacted] to Mr. Jenkins dated 12/14/72, [redacted] made available personnel to handle monthly communications activities involving use of Interagency Communications Systems (ICS) emergency communications facilities at [redacted]. The next scheduled exercise will be held on May 21 and 22. [redacted] personnel involved in these exercises would be required to handle Bureau traffic in an emergency and, therefore, should have a thorough knowledge of Bureau communications procedures.

b6
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b7E

[redacted] one of our senior Communications Operators from this division, will be made available to afford specialized Bureau communications training to those [redacted] employees now trained in ICS communications operations on May 21 and 22. Mr [redacted] will commute daily from FBIHQ to [redacted] and will afford this training to the selected employees between the hours of 8 a.m. and 4:30 p.m. It is recognized that the Bureau [redacted] is available; however, the time involved in commuting to and from [redacted] and the time frame Mr [redacted] must afford training to [redacted] employees would require that he be paid overtime. By allowing Mr [redacted] to use his personally owned automobile (POA), the Bureau will incur a lesser expense than by granting overtime which would be in excess of [redacted] hours each day.

b6
b7C
b7E

REC-24 66-17381-24156

ST-111

9 MAY 29 1974

RECOMMENDATION:

That in connection with specialized training, [redacted] be authorized to use POA and claim mileage expenses at the rate of 12 cents per mile for this two-day period not to exceed [redacted] round trip from FBIHQ.

2 days = $19.20 4 O.T. would be $20.68 4-GPE/Rec. Comm. & we concur TJ 5/21/74

1 - [redacted] attn: Mr. [redacted] (sent direct)
1 - Mr. Hall (sent direct)
1 - Personnel file of [redacted]

b6
b7C
b7E

DHH:jmt.
(5)

FBI/DOJ REC'D UNIT

55 JUN 19 1974

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UNITED STATES GOVERNMENT

Memorandum

ROUTE IN ENVELOPE

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Director Sec'y ___

TO : Mr. Jenkins

DATE: 7/24/74

FROM : [redacted]

SUBJECT: EMERGENCY RELOCATION SITE [redacted] STATUS REPORT

b7E

In Jacobson to Callahan memo, 2/28/74, captioned, "Emergency Operating Facility, Emergency Relocation Site, [redacted]" certain defects pertaining to the operation of an [redacted] were noted. The three basic problems are:

b7E

(1) [redacted]

(2)

(3)

These difficulties are not easily overcome due to:

(1) [redacted]

(2)

(3)

b7E

[redacted] representatives have been in continuous contact with engineers from General Services Administration (GSA) in an

REC-71

AUG 1 1974

1 - Mr. Bassett
1 - Mr. Marshall
1 - Mr. Walsh
1 - Mr. Wannall
JBH:mlr
(6)

CONTINUED - OVER

ROUTE IN ENVELOPE

AUG 7 1974

 b7E

attempt to satisfactorily resolve these problems. GSA's Design and Construction Branch came up with four alternative designs which they felt could solve the problem. These designs were sent to the cost estimators for cost comparisons.

A meeting was held on 7/22/74 at the office of Mr. James E. Sorg, Deputy Director, Design and Construction Branch, with he and Mr. [redacted] representing GSA. SAs [redacted] and [redacted] attended for the FBI. Mr. Sorg presented blueprints for four alternatives with corresponding cost information: b6 b7C b7E

(1) [redacted] b7E
Estimated cost is $125,800.

(2) This design was disbanded as being economically unfeasible.

(3) [redacted] b7E
Estimated cost is $119,100.

(4) [redacted] b7E
[redacted] Estimated cost is $114,100.

(A) Similar to (4), above, except that [redacted] b7E
[redacted] Estimated cost is $120,400.

Mr. [redacted] stated that he felt too many things could go wrong with the first alternative, [redacted] and that it would be b7E

b7E

difficult to perform preventive maintenance. He felt that the third alternative could be subject to damage from [redacted] b7E He felt that the fourth alternative could make the Emergency Operating Center (EOC) operable.

Mr. Sorg stated that he was looking to the FBI for funding to cover the cost of correcting this situation. Mr. [redacted] advised him that the Bureau was in no position to absorb such a cost and that since this was part of the architect's original design subject to approval by GSA, GSA should be obligated to provide the FBI with an operable relocation site. Mr. Sorg said this was not possible as the EOC was not [redacted] Sorg was informed that the EOC, including [redacted] After some brief research, Mr. Sorg so acknowledged. He then stated that he was still concerned with the possibility of exceeding the maximum limitation of spending in connection with the [redacted] b6 and must keep total costs within [redacted] b7C He acknowledged b7E that GSA has approximately $50,000 in contingency funds remaining on [redacted] and that he has "set aside" $250,000 for [redacted] He said that he has not received a design from the architect for the [redacted] and that he pulled the $250,000 estimate from out of the air. He was informed that the FBI more than anyone is equally concerned with the [redacted] and that our studies show that the problem could be corrected for approximately $50,000. It was suggested that Mr. Sorg attempt to obtain the total amount of obligated funds thus far expended on the [redacted] and that a decision be made at that time as to the best course of action for financing. In the meantime, the FBI would study in detail the four alternatives.

It was made clear to Mr. Sorg that the FBI views the existing situation with the EOC with great concern and strongly urges that this matter receive highest priority. He stated he was aware of this and would attempt to have some updated cost information within a week.

CONTINUED - OVER

Memorandum to Mr. Jenkins
RE: EMERGENCY RELOCATION SITE
[redacted] STATUS REPORT

b7E

You will be advised as to the results of our study of the alternatives with supporting recommendations.

RECOMMENDATION:

None. Submitted for information.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

~~SECRET~~

UNITED STATES GOVERNMENT

Memorandum

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Legal Coun. ____
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Director Sec'y ____

TO : Mr. F. S. Putman

DATE: 8/13/74

FROM : [redacted]

b6
b7C
b7E

SUBJECT: BUPLANS
VITAL RECORDS TO [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

For the information of [redacted] the following informants have been discontinued:

(S) [redacted]

b1
b7D
b7E

[redacted] is requested to make appropriate notations in its files.

RECOMMENDATION:

It is recommended this memorandum be referred to Assistant Director [redacted] for appropriate handling. Action taken at [redacted] should be noted on this memorandum.

b7E

1 - 64-4123-221 (Legal Attache Informants - Mexico City)

66-17381

RJO:emj
(4)

EX-101

REC-16 66-17381-346

1 - Mr. [redacted]
1 - Mr.

16 AUG 22 1974

[redacted]

b6
b7C
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Received & handled by
[redacted] 8/16/74

5 - RJO

ROUTE IN ENVELOPE

84 SEP 4 1974 ~~SECRET~~

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ALL INFORMATION CONTAINED
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DATE 03-23-2011 BY 60324 uc baw/sab/cls

August 14, 1974

Mr. James E. Sorg
Deputy Director
Design and Construction Division
General Services Administration
General Services Building
Washington, D. C. 20405

Dear Mr. Sorg:

On July 22, 1974, members of the Federal Bureau of Investigation met with you and other representatives of the General Services Administration to discuss alternate plans to correct a design defect for the [redacted] in the Emergency Operating Center at [redacted] b7E

We have reviewed these alternatives and have selected the [redacted] It is our hope that you will proceed with this modification in a most expeditious manner as we view this situation as being critical. As you are aware, this space will accommodate this Bureau's operation in the event of a national emergency and must be placed in an operable state as soon as possible.

REC-18 66-1[illegible]-3461

I also request that you take action to correct certain defects, some of which have existed for over two years. Specifically, these include the repair of [redacted] b7E

FBI

Sincerely yours,

Clarence M. Kelley
Director

JBH:mlr
(4)

NOTE: Based on [redacted] to Jenkins memo, 8/13/74, captioned "Emergency Relocation Site, [redacted] JBH:mlr. b7E

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84 SEP 6 1974

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UNITED STATES GOVERNMENT

Memorandum

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Director Sec'y ___

TO : Mr. Jenkins

DATE: 8/13/74

FROM : [redacted] (O Bu Plans - Emergency Headquarters for FBIHQ)

b7E

SUBJECT: EMERGENCY RELOCATION SITE [redacted]

Remymemo, 7/24/74, captioned as above, in which information was set out pertaining to various alternatives for the correction of [redacted] Attached herewith are four drawings depicting the various alternatives.

These drawings were studied by SA [redacted] and he selected Drawing #4 - [redacted] as the best choice. He states that [redacted] as shown in Drawing #3. He also believes it to be the most reliable of the alternatives presented.

b7E

RECOMMENDATION:

That a letter be directed to Mr. James E. Sorg, Deputy Director, Design and Construction Division, General Services Administration, advising him to proceed at once with the correction. It is also suggested that other defects long outstanding also be brought to Mr. Sorg's attention.

REC-18 66-17381-3462

EX-109

Enclosures - 5

12 AUG 22 1974

JBH:mlr
(3)

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DATE 03-23-2011 BY 60324 uc baw/sab/cls

Assistant Director [redacted] 9-13-74 b7E

Director, FBI

BUPLANS — Emergency Heading — FOR INSERTING

Reference is made to Bureau letter dated July 31, 1958, in which certain information concerning the Special Agents Insurance Fund and the Charles S. Ross Fund was set out. Since these records are maintained at [redacted] in accordance with b7E Bureau instructions, this information is being directed to you for inclusion in the confidential records repository. There is contained herein a listing of all Bonds purchased for the Special Agents Insurance Fund and the Charles S. Ross Fund.

As of the close of business August 31, 1974, the Special Agents Insurance Fund maintained the following accounts:

BANK	BOOK NUMBER	AMOUNT
Alexandria National Bank	01-1-102756	$ 17,407.41
American Federal Savings & Loan	1-027982-8	22,657.22
American Security & Trust Company	04-953-19-786	22,169.23
Arlington Trust Company	338677	18,312.38
Capital City Federal Savings & Loan	63-06255-8	23,071.76
Columbia Federal Savings & Loan	31-001999-00	23,551.86
District of Columbia National Bank	850-479-2	1,390.77
Eastern Liberty Federal Savings & Loan	611715	8,329.50
Equitable Savings & Loan	S-64156	3,126.41
First Federal Savings & Loan	11-154744-0	21,615.95
Home Federal Savings & Loan	2454-6	22,905.30
Interstate Building Assn.	154-0134-6	6,298.27
Jefferson Federal Savings & Loan	040761-5	21,906.52
Metropolis Building Assn.	8683	12,870.63
National Bank of Washington	4-027-47-7	20,340.58
National Permanent Savings & Loan	707-749-1	1,504.07
Northwestern Federal Savings & Loan	S-21175-5	23,076.67
Oriental Building Assn.	589267	1,683.90
Perpetual Building Assn.	122-1287-4	3,939.20
Riggs National Bank	02-194-558	1,977.18
Security National Bank	06-090512-6	20,000.00
Suburban Trust Company - Bowie Branch	68-02146	17,133.45
Union Trust Company	02-214-334	21,006.80
Virginia National Bank	254-5-700000052	4,830.78
Washington Permanent Savings & Loan	34-273-4	4,889.39
	TOTAL	$345,995.23

MAILED 6 SEP 13 1974 FBI

REX-103 REC-34 SEP 18 1974

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Director Sec'y ____

1 - Mr. Dunphy
MBW:cyr
(4)

MAIL ROOM ☒ TELETYPE UNIT ☐

Mrs. Watson

Letter to Assistant Director, [redacted] b7E
Re: Buplans

BONDS - SPECIAL AGENTS INSURANCE FUND

DATE	SERIES	BOND NUMBER	FACE VALUE
10/59	H	M3723157H	$ 1,000.00
10/59	H	M3723156H	1,000.00
10/59	H	V501736H	5,000.00
10/59	H	V501737H	5,000.00
10/59	H	V501738H	5,000.00
10/59	H	V501739H	5,000.00
10/59	H	V501740H	5,000.00
2/68	E	X3057265E	10,000.00
2/68	E	X3057274E	10,000.00
2/68	E	X3057275E	10,000.00
2/68	E	M89829715E	1,000.00
2/68	E	M89829716E	1,000.00
2/68	E	M89829717E	1,000.00
2/68	E	C488004055E	100.00
2/68	E	C488004056E	100.00
2/68	E	C488004057E	100.00
2/68	E	Q2320626960E	25.00
12/68	E	X3057336E	10,000.00
12/68	E	X3057337E	10,000.00
12/68	E	X3057338E	10,000.00
12/68	E	X3057339E	10,000.00
12/68	E	X3057340E	10,000.00
12/68	E	X3057341E	10,000.00
12/68	E	M90770944E	1,000.00
12/68	E	R41313191E	200.00
12/68	E	C496179779E	100.64
12/68	E	Q2386343783E	25.16
		TOTAL	$121,650.80

All Special Agents were members of the Special Agents Insurance Fund at the close of business August 31, 1974.

Virginia National Bank Savings Certificate No. 02-254 000313610: $15,000.00

Letter to Assistant Director, [redacted] b7E
Re: Buplans

As of the close of business August 31, 1974, the Charles S. Ross Fund maintained the following accounts:

BANK	BOOK NUMBER	AMOUNT
National Permanent Federal Savings & Loan	715-228-0	$1,743.54
Washington Permanent Savings & Loan	46-742-1	3,858.88
	TOTAL	$5,602.42

DATE	SERIES	BOND NUMBER	FACE VALUE
11/63	E	X3005929E	$10,000.00
11/63	E	X3005930E	10,000.00
11/63	E	M86065022E	1,000.00
11/63	E	M86065023E	1,000.00
11/63	E	M86065024E	1,000.00
11/63	E	M86065025E	1,000.00
11/63	E	M86065026E	1,000.00
11/63	E	M86065027E	1,000.00
11/63	E	M86065028E	1,000.00
11/63	E	M86065029E	1,000.00
11/63	E	R35921906E	200.00
11/63	E	R35921907E	200.00
11/63	E	L618921427E	50.00
12/63	E	X3015266E	10,000.00
12/63	E	X3005545E	10,000.00
12/63	E	M86065052E	1,000.00
12/63	E	D86278226E	500.00
12/63	E	C441106533E	100.00
3/64	E	M86357937E	1,000.00
3/64	E	M86357938E	1,000.00
3/64	E	M86357939E	1,000.00
3/64	E	M86357940E	1,000.00
3/64	E	M86357941E	1,000.00
3/64	E	M86357942E	1,000.00
3/64	E	M86357943E	1,000.00
3/64	E	M86357944E	1,000.00
3/64	E	M86357945E	1,000.00
3/64	E	L625189216E	50.00
		TOTAL	$59,100.00

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Dir. ___
Sec. Dir. ___
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Spec. Inv. ___
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Legal Coun. ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. Jenkins

DATE: 9/12/74

FROM [redacted]

b7E

SUBJECT: EMERGENCY RELOCATION SITE - [redacted]

Remymemo, 8/13/74, captioned as above, authorizing a letter be sent over Mr. Kelley's signature to General Services Administration (GSA) advising them of our decision for the design of [redacted] in the relocation site. In this letter we also pointed out several defects which were long overdue for repairs.

b7E

On 9/4/74, Walter Pfeiffer, Project Supervisor, GSA Headquarters, personally visited [redacted] site to inspect these deficiencies. He advised that funds had been authorized to make corrections.

On 9/10/74, Mr. Pfeiffer telephonically contacted SA [redacted] and advised that change orders had been issued for the repair and correction of [redacted] Mr. Pfeiffer stated that he could not come up with a feasible solution to repair [redacted] He suggested that an attempt be made to [redacted] He hopes that by [redacted] may be eliminated. He is making arrangements to have a contractor begin this work immediately. He has also authorized work to help resolve [redacted]

b6
b7C
b7E

REC-25

It appears that we finally got GSA "off the dime" on these matters.

9 SEP 17 1974

RECOMMENDATION:

None. Submitted for information.

JBH:mlr
(3)

- Mr. R. E. Hotis

Assistant Attorney General for
Administration

September 30, 1974

Director, FBI
66-1735 - 3465

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

DEPARTMENT OF JUSTICE
VITAL RECORDS PROGRAM

Reference is made to your memorandum dated September 18, 1974, captioned as above, requesting this Bureau designate a Vital Records Liaison Officer to represent the FBI in the implementation of this program.

This is to advise that Supervisor Russell H. Horner of the FBI Headquarters Staff has been designated as Vital Records Liaison Officer.

RHH:rfk
(4)

NOTE:

The above is in response to the request by the Department for a Bureau representative to meet with other agencies of the Department in implementing a program to designate, transfer and store vital records in case of an emergency. Each agency will handle its own program. The Department will coordinate the effort.

Memorandum Fulton to Mr. Wannall, dated 9/24/74 and captioned "Duplans - Vital Records Program" designated Special Agent Horner as Vital Records Liaison Officer.

ORIGINAL FILED IN 66-1735-2030

MAILED 20
SEP 30 1974
FBI

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OCT 15 1974

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

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Director Sec'y ____

TO : Mr. W. R. Wannall

DATE: 9/24/74

FROM : A. B. Fulton

SUBJECT: BUPLANS -
VITAL RECORDS PROGRAM
Defense Plans - Vital Records

b7E

This memorandum recommends Supervisor Russell H. Horner, the Bureau Defense Plans Coordinator, be designated as the Bureau's Vital Records Liaison Officer to maintain liaison with the Department for the purpose of coordinating information relative to the handling of vital records during emergency situations.

By memorandum dated 9/18/74, (attached) the Assistant Attorney General for Administration advised that Federal statutes require each department and agency to draw plans for the protection of vital records to assure that each agency will be able to perform essential functions during and after an emergency. The Department will coordinate this activity but the responsibility for the identification, inventory and any planned transferal of records will rest with the head of each of the agencies within the Department. This function has, over the years, been a part of the Bureau's defense planning. Special Agent Horner, therefore, as the Defense Plans Coordinator, should continue liaision with the Department in this matter.

RECOMMENDATION:

If approved, Special Agent Horner will contact the Department of Justice Security Coordinator for the purpose of following Departmental planning regarding the handling of vital records

Enclosure

EX-103

REC-61 66-1238-3465

NOT RECORDED
191 OCT 8 1974

ORIGINAL FILED IN 62-5

RHH:rfk
(5)

1 - Mr. J. W. Marshall
1 - Mr. W. R. Wannall
1 - Mr. A. B. Fulton
1 - Mr. R. H. Horner

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

66- 17381- 3466
CHANGED TO
66- 11201- 1195X

DEC 4 1975

MH /SL

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OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

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DATE 03-23-2011 BY 60324 uc baw/sab/cls

Memorandum

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Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. F. S. Putman, Jr. FSP/ssm DATE: 12/27/74

FROM : [redacted]

SUBJECT: BUPLANS Emergency Data for FBI HQ
VITAL RECORDS TO [redacted]

b6
b7C
b7E

Enclosed for [redacted] are three FD-348 pertaining to three new informants. Make appropriate notation in [redacted] files. b7E

RECOMMENDATION:

It is recommended this memorandum be referred to Assistant Director [redacted] for appropriate handling. Action taken at [redacted] should be noted on this memorandum. b7E

Enclosures - 3

RJO:emj
(4)

FSP/ssm

DRD

1 - 64-4123-221 (Legal Attache Informants - Mexico City)

66-17381

REC-73 66-17381-3467

1 - Mr. [redacted]
1 - Mr. [redacted]

b6
b7C
b7E

Revised & handled EX-117 JAN 8 1975
by [redacted] 1/6/75

FSP/ssm

ROUTE IN ENVELOPE

UNRECORDED COPY FILED IN 64-4123-221

84 JAN 15 1975

~~SECRET~~

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 11-07-2011

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b7C & Eval. ____
b7E Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. F. S. Putman, Jr.

DATE: 3/25/75

FROM : [redacted] RJO

SUBJECT: BUPLANS
VITAL RECORDS TO [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

For the information of [redacted] the following informants have been discontinued:

(S) [redacted] b1 b7D b7E

[redacted] is requested to make appropriate notations in its files.

RECOMMENDATION:

It is recommended that this memorandum be referred to Assistant Director [redacted] for appropriate handling. Action taken at [redacted] should be noted on this memorandum. b7E

1 - 64-4123-221 (Legal Attache Informants-Mexico City)
1 - 66-17381

RJO:jmr
(5) RJO

1 - Mr. [redacted]
1 - Mr.

Handled 3/31/75
by [redacted]

REC-4 66-17381-5468
5 - [redacted] b6 b7C b7E

6 APR 1 1975

UNRECORDED COPY FILED IN 64-4123-221-

ROUTE IN ENVELOPE

84 APR 15 1975 ~~SECRET~~

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

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Spec. Inv.
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Legal Coun.
Telephone Rm.
Director Sec'y

TO : Mr. W. R. Wannall

DATE: 1/21/75

FROM : A. B. Fulton

SUBJECT: BUPLANS - EMERGENCY HEADQUARTERS FOR S.O.G

This recommends that Buplans documents be classified "Secret," Exempt from GDS, Category 3, Date of Declassification Indefinite.

The defense plans documents prepared by each field office, Legal Attache Office and Headquarters division contain the Bureau's overall procedures to be initiated during war-related emergency situations. Also included is the identity and location of relocation sites, description and location of sensitive communication equipment, identity of Congressional relocation site (classified "~~Secret~~" by Office of Preparedness) and names of Bureau personnel along with their residence telephone numbers.

Unlawful disclosure of this information could seriously damage the national security as well as hamper the emergency operations of the Bureau.

ACTION:

Upon approval, field offices and Legal Attaches will be advised.

66-17381-
NOT RECORDED
102 FEB 10 1975

JAN 28 1975

DBB:rfk
(5)

1 - Mr. W. R. Wannall
1 - Mr. F. B. Griffith
1 - Mr. A. B. Fulton
1 - Miss [redacted]

b6
b7C

ORIGINAL FILED IN 66-17380-1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Miss [redacted] b6 b7C

BY LIAISON

Date: March 27, 1975

To: Director, Office of Preparedness
General Services Administration
18th and F Streets, Northwest
Washington, D. C. 20405

Attention: Chief, Special Operations Division
OP/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

Please delete the following names from list of cadre personnel of this Bureau: Messrs. Andrew J. Decker, Jr., Harold N. Bassett, [redacted] and Joseph M. Sizoo. Their special badges have been returned to Office of Preparedness (OP) Classified Control Officer. b6 b7C

Enclosed for Classified Control Officer are three photographs and completed GSA Form 9033 for Messrs. Thomas V. Leavitt and Jack E. Herington, who are being added to the FBI relocation cadre. It is requested that badges for OP Special Facility be issued to them. Both have "Top Secret" clearances based on a full field investigation conducted by the FBI.

2 - Executive Director, OP/GSA - Enclosures (2)
Attention: Classified Control Officer
Room 4241, GS Building

EC-23 66-17381-316

66-17381
DBB:rfk (6)

7 APR 3 1975

NOTE:

In the event of a national emergency requiring relocation of Government operations, Messrs. Leavitt and Herington are designated to relocate to the consolidated Government facility operated by OP in nearby Virginia. A special pass issued by OP is necessary to gain admittance to this facility.

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58 APR 1 0 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

GPO 954-546

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

EX-101

Assistant Attorney General
For Administration

May 15, 1975

Director, FBI REC-20

1 - Mr. R. H. Ross

DEPARTMENT OF JUSTICE
VITAL RECORDS PROGRAM

In compliance with the request of Mr. Joseph Wysolmerski, Emergency Coordinator, Department of Justice, an inventory of Emergency Operating Records and Rights and Interest Records is set out below. These records are maintained at the FBI emergency relocation site. Mr. Wysolmerski requested this inventory be furnished to [redacted] Information Systems Staff, as she will coordinate this for all Bureaus within the Department. b6 b7C

Three	five-drawer, legal size cabinets (18" x 24" floor space each) labeled "Vital Records"
Seven	four-drawer, legal size cabinets (18" x 24" floor space each) labeled "Cryptographic Information"
Two	six-drawer, double row (6" x 8") cabinets (20" x 24" floor space) labeled "Administrative Index"
One	cabinet for 3 x 5 inch card (15 drawers) (18" x 36" floor space) labeled by alphabetical breakdown
One	three-drawer cabinet (23" x 24" floor space) labeled "fingerprint cards"
One	four-drawer safe-type file cabinet (20" x 24" floor space) labeled "Bu Plans"

MAILED 6
MAY 15 1975
FBI

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Director Sec'y ____

RHR:aso (4)

JUN 2 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

SEE NOTE PAGE TWO

GPO 954-546

Assistant Attorney General
For Administration

The above storage cabinets occupy a total of 48 1/2 square feet of floor space.

No cabinet is taller than five feet.

NOTE:

See memorandum A. B. Fulton to Mr. W. R. Wannall, dated 5/13/75, captioned as above, prepared by RHR:aso.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Memorandum

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Training
Legal Coun.
Telephone Rm.
Director Sec'y

TO : Mr. W. R. Wannall

DATE: 5/13/75

FROM : A. B. Fulton

SUBJECT: DEPARTMENT OF JUSTICE
VITAL RECORDS PROGRAM

On 4/29/75 a coordination meeting of all Bureaus and Agencies of the Department of Justice was held regarding captioned matter. Department Emergency Coordinator, Joseph Wysolmerski, chaired the meeting and explained the reporting requirements regarding the Vital Records Program. He requested all Bureaus and Agencies of the Department to furnish an inventory of records maintained in accordance with this program to assess space utilization and provide a means of inventorying those records. He requested this information be furnished by 5/15/75. The attached letter indicates the type of storage and space requirements as well as gives a general indication by cabinet label as to contents. No specific identifying data of the documents is set out in that some documents maintained at the emergency site pertain to classified, need-to-know programs for which the Bureau is responsible should the emergency plans be put into effect, and disclosure of specific identifying information could jeopardize their security. Additionally, it does not appear that precise descriptions are needed for inventorying purposes.

RECOMMENDATION:

REC-20 66-17381-370

The attached letter be furnished to the Department.

5 MAY 19 1975

Enclosure

RHR:aso (2)

1 - Mr. R. H. Ross

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Miss [redacted] b6 b7C

Date: May 9, 1975

To: Director, Office of Preparedness
General Services Administration
18th and F Streets, Northwest
Washington, D. C. 20405

Attention: Chief, Special Operations Division
OP/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL
BUPLAN - EMERGENCY HEADQUARTERS FOR SITE

This is to advise that Mr. [redacted] is the alternate Defense Plans Coordinator for this Bureau and should be carried as a "Special Exception" on the cadre listing. b6 b7C

Mr. [redacted] has "Top Secret" clearance based on a full field investigation conducted by the FBI prior to his appointment as Special Agent of the FBI on December 12, 1966.

2 - Executive Director, OP/GSA
Attention: Classified Control Officer
Room 4241, GS Building

66-17381 REC-15 66-17381-54

DBB
(6)

EX 104

NOTE:

The term "Special Exception" is used by Office of Preparedness for Defense Plans Coordinators and their alternates who require access to its Emergency Operations Center [redacted] but are not designated to relocate to that site. b7E

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Director Sec'y ___

MAILED 7
MAY 9 1975
FBI

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO 954-546

OPTIONAL FORM NO. 10 SECRET 5010-106
MAY 1962 EDITION
GSA GEN. REC. NO. 27

UNITED STATES GOVERNMENT

Memorandum

EXEMPTED FROM AUTOMATIC DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 10-07-2011

Assoc. Dir. ____
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Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

TO: Mr. [redacted]

FROM: [redacted]

b6
b7C
b7E

DATE: 8/20/75

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

SUBJECT: BUPLANS - EMERGENCY HEADQUARTERS FOR FBIHQ.
VITAL RECORDS TO [redacted]

For the information of [redacted] the following informants have been discontinued:

(S) [redacted]

(S) (S) (S) (S)

b1
b7D
b7E

[redacted] is requested to make appropriate notations in its files.

RECOMMENDATION:

It is recommended that this memorandum be referred to Assistant Director [redacted] for appropriate handling. Action taken at [redacted] should be noted on this memorandum. b7E

ST-110 REC-10 66-17381-3472

1 - 64-4123-221 (Legal Attache Informants - Mexico City)
1 - 66-17381

9 AUG 26 1975

RJO:jmr
(5)

1 - Mr. [redacted]
1 - Mr. [redacted]

b6
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b7E

Received & handled by [redacted] 8/25/75

ROUTE IN ENVELOPE

84 SEP 2 1975 SECRET

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. [redacted] b6 b7C

BY LIAISON

Date: September 2, 1975

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C. 20405

PERS. REC. UNIT

Attention: Director, Western Virginia Operations Office
FPA/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

Please delete the following names from list of cadre personnel of this Bureau: Messrs. Richard J. Gallagher, Russell H. Horner, and [redacted] Their special badges have been returned to Federal Preparedness Agency (FPA) Security Officer.

Enclosed for Security Officer are three photographs and completed GSA Form 9033 for Messrs. [redacted] Frederick C. Fehl, and Homer A. Boynton, Jr., who are being added to the FBI relocation cadre. All of the above individuals have "Top Secret" clearance based on a full field investigation conducted by the FBI prior to their appointments as Special Agents of the FBI. Mr. [redacted] was appointed on July 7, 1958, Mr. Fehl was appointed on August 18, 1952, and Mr. Boynton was appointed on June 30, 1952. b6 b7C

66-17381-

REC-16

Also enclosed are three photographs and completed GSA Form 9033 for Mr. [redacted] Mr. [redacted] replaces Mr. Russell H. Horner as Defense Plans Coordinator for this Bureau and should be carried as a "Special Exception" on the cadre listing. He has "Top Secret" clearance based on a full field investigation conducted by the FBI prior to his appointment as Special Agent of the FBI on April 22, 1968.

66 -17381

5 SEP 25 1975

DIM:jmn
(6)

SEE NOTE PAGE 2

MAIL ROOM ☒ TELETYPE UNIT ☐

Assoc. Dir. ____
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Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

GPO 954-546

Director, Federal Preparedness Agency
General Services Administration

It is requested that badges for FPA Special Facility be issued to them.

2 - Executive Director, FPA/GSA - Enclosures (16)
Attention: Security Officer
Room 4235, GS Building

NOTE:

In the event of a national emergency requiring relocation of Government operations, Messrs. [redacted] Fehl, and Boynton are designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility. The term "Special Exception" is used by FPA for Defense Plans Coordinators and their alternates who require access to its Emergency Operations Center, but are not designated to relocate to that site.

b6
b7C

ALL INFORMATION CONTAINED
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DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. W. R. Wannall
1 - Mr. F. J. Cassidy
1 - Mr. [redacted] b6 b7C

BY LIAISON

Date: September 16, 1975

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Mr. [redacted]
Planning Officer

From: Clarence M. Kelley, Director

Subject: EMERGENCY RELOCATION SITES— b6 b7C

This is to confirm the conversation of Mr. [redacted] Planning Officer, Federal Preparedness Agency/General Services Administration (FPA/GSA) and Special Agent [redacted] of this Bureau regarding furnishing data to FPA regarding certification of relocation sites for the entire Bureau.

Enclosed is a listing of all Bureau relocation sites. This is being submitted in accordance with FPA Circular 9100.4 dated June 27, 1973, page three, Part 6.b., which requires the approval of the Director of FPA for the utilization of relocation sites. In the future all changes in relocation sites will be submitted to FPA through the headquarters level rather than the regional level of FPA.

REC 27 EX-110

A change in the San Juan relocation site is currently pending with the FPA and the attached listing reflects only the currently approved sites.

12 SEP 18 1975

ENCLOSURE

The attached listing is classified "~~Confidential~~."

Enclosure

~~CONFIDENTIAL~~ MATERIAL ATTACHED

RHR:jmn
(6)

SEE NOTE PAGE 2

Assoc. Dir. ____
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MAIL ROOM ☑ TELETYPE UNIT ☐

84 SEP 29 1975

GPO 954-546

Director, Federal Preparedness Agency

NOTE:

FPA contacted the Bureau regarding obtaining a current listing of all Bureau field office relocation sites. The FPA, previously designated the Office of Emergency Planning (OEP), was recently reorganized. They are consolidating functions which were previously diversely handled in the old OEP and desire relocation site matters handled at a headquarters level as specified in their operations regulations.

~~CONFIDENTIAL~~

Field Office	Relocation Site	b7E

NOTE:

Classified "~~Confidential~~" since unauthorized disclosure of these installations could be reasonably expected to result in damage to the national security.

~~CONFIDENTIAL~~

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

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Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

Memorandum

TO : Mr. W. R. Wannall

FROM : R. L. Shackelford

1 - Mr. [redacted]
1 - Mr. W. R. Wannall
1 - Mr. R. L. Shackelford
DATE: 8/27/75
1 - Mr. P. W. Cook

b7E

SUBJECT: KEY FACILITIES LIST (KFL)
(VITAL RECORDS AT [redacted]

The Department of Defense has furnished two copies each of revised KFL entitled "Industrial Facilities Alphabetical" and "Industrial Facilities Geographical," designated "U" edition, both dated 7/1/75. Also two copies each of "Department of Defense KFL (U), Service and Product Codes" are enclosed. The distribution of these four enclosures are as follows:

1 each - [redacted] (Buplans records repository)
1 each - Security Informant Unit

b7E

Recipients should note "U" is classified "Confidential" and afford it appropriate security. Obsolete copies should be destroyed by burning or by equally competent method of destruction in the presence of appropriate personnel designated for such purposes.

ACTION:

This memorandum and enclosures should be forwarded to [redacted] for filing with vital records stored at relocation site for emergency use. A notation should be made on this memorandum when above described action has been completed.

b7E

Enclosures

~~100-357297~~

PWC:dew
(5)

ST 115

WRW/lcv REC-46 66-17381-347

3 Enclosures + 1cc detached at [redacted] 9/9/75

b7E

57 OCT 16 1975

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-23-2011

UNITED STATES GOVERNMENT

Memorandum

1 - Mr. J. J. McDermott
1 - Mr. J. Cochran, Jr.
1 - Mr. [redacted]

TO : Mr. W. R. Wannall

DATE: 10/6/75

1 - Mr. W. R. Wannall
1 - Mr. [redacted]
1 - Mr. [redacted]

FROM : F. J. Cassidy

SUBJECT: ~~X~~ EMERGENCY RELOCATION SITE
O Bufile - Emergency Relocation Sites
FOR FBIHQ

Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
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Laboratory ___
Legal Coun. ___
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Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

b6
b7C
b7E

Classified "~~Secret~~" pursuant to FPA guidelines since it discloses the location of a Bureau relocation site.

PURPOSE:

To advise regarding current use and readiness of the Bureau's relocation site.

BACKGROUND:

The Bureau relocation site at [redacted] is located [redacted]

[redacted]

b7E

CONTINUED - OVER

RHR:jmn
(7)

SEE ADDENDUM OF [redacted] PAGE 4

~~SECRET~~

SEE ADDENDUM [redacted] PAGE 5

~~Classified by 5736~~
~~Exempt from GDS, Category Number 3~~
~~Date of Declassification Indefinite~~

84 DEC 3 1975

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

~~SECRET~~

Memorandum to Mr. W. R. Wannall
Re: Emergency Relocation Site

At present space in the relocation site is being used [redacted]. None of these uses has as of yet physically altered the site space in such a way as to neutralize [redacted] The uses are such, though, that the availability of the space for emergency function use has been severely restricted. Furniture and appliances in the emergency space which are not compatible with the emergency function do not allow use of the space on short term or immediate notice. [redacted] b7E

[redacted]

OBSERVATIONS:

It is not suggested that the relocation space be held vacant just for an emergency. It is suggested that use of the space be geared to compatibility of functions between current use and the emergency functions. Before any space is committed to a current use a study should be made as to this compatibility. Additionally a review of current uses is in order, as well as possible changes in current uses, since the present emergency function of the space has been impaired.

WJZ w/ tm H/RVS

CONTINUED - OVER

~~SECRET~~

Memorandum to Mr. W. R. Wannall
Re: Emergency Relocation Site

RECOMMENDATIONS:

1. That no alterations be made in the emergency relocation site structure or additional uses designated until the overall effect is determined.

b7E

2. That all uses of the emergency relocation site be restudied by a [redacted] representative and the Bureau emergency coordinator or alternate to establish an overall plan of compatibility.

RHW WRW HTL

~~SECRET~~

b7E

ADDENDUM OF [redacted] ELC:ajh 10/28/75

It is true that space in the relocation site at the [redacted] is being used [redacted]

[redacted]

b7E

~~SECRET~~

EMERGENCY RELOCATION SITE

ADDENDUM: [redacted] 12/3/75 JPW:mss

b7E

As noted on page 2, the [redacted] was considering

[redacted]

b7E

equipment is on wheels

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. W. R. Wannall
1 - Mr. R. L. Shackelford
1 - Mr. J. C. Farrington
1 - Mr. T. J. Harrington

DATE: 11/17/75

1 - Mr. J. P. Thomas
1 - Mr. F. J. Cassidy
1 - Mr. [redacted] b6 b7C

Dir.
A Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. W. R. Wannall

FROM : F. J. Cassidy

SUBJECT: BUPLANS — [illegible]
RELOCATION OF THE DIRECTOR

This is to advise of the procedures established for rendering assistance to Mr. Kelley in the event FBI Headquarters operations must be moved from Washington, D. C., during time of national emergency.

Arrangements have been made to receive warning information from a number of sources. Information concerning national emergency so received will be authenticated prior to notification of Bureau officials.

In the event of a national emergency, the Director will be notified, during duty and nonduty hours, by Assistant Director W. R. Wannall. If requested by Mr. Kelley, Mr. Wannall will advise the Attorney General of the emergency situation. Should the President direct movement of top Government officials, arrangements have been made to render assistance to the Director in traveling to the consolidated Government facility operated by the Federal Preparedness Agency (FPA) or to the FBI Headquarters relocation site. During duty hours Mr. Kelley will be assisted from his office by Section Chief Robert L. Shackelford (alternates Inspector James C. Farrington and Special Agent Thomas J. Harrington) to [redacted] b7E

REC-14 7 NOV 25 1975

CONTINUED - OVER

BRHR:jmn
(8)

62 DEC 8 1975

Memorandum to Mr. W. R. Wannall
Re: Buplans

[redacted] b7E

Section Chief Robert L. Shackelford

[redacted] b6 b7C

SA John P. Thomas

[redacted]

Night, midnight, or weekend Supervisors of the General or Special Investigative Divisions.

Special Agent on duty, Washington Field Office
Telephone: 324-2685 or
324-2785

WFO is presently aware of their responsibility to provide alternate transportation for the Director if called upon.

When not in Washington, D. C., it will be the responsibility of the Special Agent in Charge of the territory in which Mr. Kelley is located to provide assistance for his relocation in the event of a national emergency. Instructions concerning assistance to the Director have been furnished to all field offices for incorporation in their emergency planning documents.

ACTION:

For information.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. W. R. Wannall
1 - Mr. F. J. Cassidy
1 - Mr. J. W. Dalseg

Assistant Attorney General
for Administration
(Attention: Mr. Joseph M. Wysolmerski)

November 28, 1975

Director, FBI

REC-9 66-1 12341-317

EMERGENCY PREPAREDNESS: ESSENTIAL FUNCTIONS AND RELOCATION ASSIGNMENTS

Reference is made to the memorandum of Assistant Attorney General for Administration Glen E. Pommerening dated November 12, 1975, captioned as above.

Referenced memorandum requested an up-to-date listing of the essential uninterruptible national functions that the FBI would perform in an emergency situation, together with a listing by title and name of those individuals who comprise the three teams required by OEP Circular 9100.2.

Attached for your information are lists for FBI Headquarters Teams 1. (Alpha), 2. (Bravo), and 3. (Charlie).

Essential uninterruptible national functions to be performed by the three Executive Teams include:

1. Direction and coordination of urgent and expanded efforts required by Congressional enactments and Executive Branch directives to detect and deter hostile activities directed against the United States by foreign or domestic elements.

2. Immediate dissemination of information concerning hostile intentions and activities to Government officials and agencies.

3. Response to specific requests from top Government officials and agencies for FBI information related to numerous internal security matters.

MJJ:lps
(6)

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
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Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

57 DEC 7 1975

MAIL ROOM ☑ TELETYPE UNIT ☐

b6
b7C

GPO : 1975 O - 569-920

Assistant Attorney General
for Administration

4. Direction and coordination of investigations into those criminal matters requiring close attention during emergency conditions.

5. Determination of FBI resources available during an emergency period and assignment of such resources to assure continuity of FBI essential functions.

Enclosures - 3

NOTE:

The incoming memorandum from the Department of Justice, 11/12/75, transmitted a copy of the "Essential Functions and Relocation Assignments" previously submitted by the FBI.

Memorandum T. J. Smith to Mr. E. S. Miller, dated 3/21/73, captioned "Buplans, Emergency Relocation Matters" maintained in 66-17381-3443 enumerated the essential functions to be performed by the three Executive Teams set forth above.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. [redacted]

DATE: 2/19/76

FROM : J. J. O'Connor

b6
b7C
b7E

SUBJECT: BUPLANS
VITAL RECORDS OF [redacted]

For the information of [redacted] and [redacted] have been discontinued. Make appropriate notation in [redacted] files.

b7D
b7E

RECOMMENDATION:

It is recommended this memorandum be referred to Assistant Director [redacted] for appropriate handling. Action taken at [redacted] should be noted on this memorandum.

b7E

1 - 64-4123-221 (Legal Attache Informants - Mexico City)

JJO:jmr
(4)

EX-115

REC- 45 64-[redacted]-3479

b7E

1 - Mr. [redacted]
1 - Mr. J. J. O'Connor

Received & handled
by [redacted] 3/2/76

5 MAR 3 1976

5-440

UNRECORDED COPY FILED IN 64-4123-221-1

ROUTE IN ENVELOPE

8 4 MAR 9 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
~~Training~~ ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. [redacted]

DATE: 1/9/76

b6
b7C
b7E

FROM : J. O'Connor

SUBJECT: BUPLANS Emergency Headquarters for S.O.G.
VITAL RECORDS TO [redacted]

(S) For the information of [redacted] has been discontinued. Make appropriate notation in [redacted] files.

b1
b7D
b7E

ACTION:

It is requested this memorandum be referred to Assistant Director [redacted] for appropriate handling. Action taken at [redacted] should be noted on this memorandum.

b7E

JJO:jmr
(4)

1 - 64-4123-221 (Legal Attache Informants - Mexico City)

66-17381

1 - Mr. [redacted]
1 - Mr. J. J. O'Connor

66-17381

b7E

NOT RECORDED
5 JAN [illegible] 1976

Rec'd + handled at [redacted] 1/21/76

5-JJO

84 JAN 26 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
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Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. [redacted]

DATE: 12/15/75

FROM : J. J. O'Connor

b6
b7C
b7E

SUBJECT: BUPLANS — Emergency Headquarters for S.O.G.
VITAL RECORDS OF [redacted]

For the information of [redacted] the following informants have been discontinued:

(S) [redacted]

(S) [redacted]

b1
b7D
b7E

[redacted] is requested to make appropriate notations in its files.

RECOMMENDATION:

It is recommended that this memorandum be referred to Assistant Director [redacted] for appropriate handling. Action taken at [redacted] should be noted on this memorandum. b7E

1 - 64-4123-221 (Legal Attache Informants - Mexico City)
66-17381
JJO:jmr
(4)

66-17381-
NOT RECORDED
5 JAN 12 1976

1 - Mr. [redacted]
1 - Mr. J. J. O'Connor

b7E

Rec'd + handled at [redacted] 1/2/76

ROUTE IN ENVELOPE

64-4123-221 - UNRECORDED COPY FILED IN 66-17381

84 JAN 15 1976

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-23-2011

1 - Mr. J. B. Adams
1 - Mr. T. W. Leavitt

March 23, 1976

1 - Mr. F. J. Cassidy
1 - Mr. [redacted] b6 b7C b7E
1 - Mr. [redacted]

Mr. Joseph M. Wysolmerski
Emergency Coordinator

Director, FBI

~~STATUS REPORT - FEDERAL HEADQUARTERS EMERGENCY OPERATING FACILITIES (EOF)~~ Rural War Plans - Emergency Headquarters for EOF

[redacted]

Pursuant to your request of March 16, 1976, I am sending you a completed Office of Emergency Preparedness Questionnaire (OEP EFD Form #3, dated November 4, 1970), which reflects data regarding our EOF, [redacted] I trust this will be of assistance to you in responding to Federal Preparedness Agency inquiries. b7E

Enclosure

66-17381

MJJ:jmn
(8)

NOTE:

Classified "~~Secret~~" since disclosure could reasonably be expected to result in serious damage to national security.

APPROVED:	Comp. Syst.	Laboratory
Assoc. Dir.	Ext. Affairs	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Admin.	Intell. TWL/EJC	Training

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

MAILED 10
MAR 25 1976
FBI

REC-54 66-17381-3450

19 MAR 25 1976

~~SECRET~~

Classified by Director, FBI
Exempt from GDS, Category Number 3
Date of Declassification Indefinite

47

APR 7 1976

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO : 1975 O - 594-120

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. [redacted]
(Attn: Mr. [redacted]
1 - Mr. T. W. Leavitt

Dep. AD
Dep.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspect.
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. T. W. Leavitt

DATE: 3/11/76

FROM : Mr. [redacted]

1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Mr. J. J. O'Connor

SUBJECT: BUPLANS - [redacted]
VITAL RECORDS OF [redacted]

The Bureau has maintained a list of Mexico City informants at the [redacted] facility. b7E

During the past year the Mexico City sources have been reduced from over 50 to less than 20.

The duplicate records maintained at [redacted] on the Mexico informants are no longer deemed necessary. b7E

ACTION:

This memorandum be referred to Assistant Director Mr. [redacted] and appropriate notation made on this memorandum when above described records are destroyed. b7E

JJO:mef
(6)

66-7381

66-173E-1-34 P1

EX-116

REC-1

APR 7 1976

4/2/76

destroyed

EWL E

56 APR 16 1976

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-23-2011

1 - Mr. T. J. Jenkins
1 - Mr. J. Cochran, Jr.
(Attn: Mr. Miller)
1 - Mr. [redacted]

Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. T. W. Leavitt

DATE: 4/23/76

b6
b7C
b7E

FROM : F. J. Cassidy

1 - Mr. T. W. Leavitt
1 - Mr. F. J. Cassidy
1 - Mr. [redacted]

SUBJECT: BUPLANS
EMERGENCY RELOCATION SITE

Classified "~~Secret~~" in that it identifies a relocation site, the disclosure of which could cause serious damage to national security.

PURPOSE: To make a record of alteration in available teletype facilities at the FBIHQ Emergency Relocation Site, [redacted] b7E

SYNOPSIS: [redacted] b7E
Relocation Site. [redacted] did not comment upon effect on relocation site. [redacted] personnel advise this will not reduce the capability of the relocation site as related to its emergency function.

CURRENT BUREAU POLICY: By memorandum Cassidy to Wannall dated 10/6/75, captioned "Emergency Relocation Site," it was recommended and approved that no alterations be made in the emergency site structure or additional uses designated until overall effect is determined.

REC 32 66-17381-21
EX-112
APR 29 1976

RECOMMENDATION:

For information.

66-17381

CONTINUED --OVER--

RHR:jmn
(7)

APPROVED:		Comp. Syst.	Laboratory
Assoc. Dir.		Ext. Affairs	Legal Coun.
Dep. AD Adm.		Gen. Inv.	Plan. & Eval.
Dep. AD Inv.		Ident.	Rec. Mgmt.
Asst. Dir.:		Inspection	Spec. Inv.
Admin.		Intell.	Training

~~SECRET~~

~~Classified by 5736~~
~~Exempt from GDS, Category Number 3~~
~~Date of Declassification Indefinite~~

5 [redacted] b6 b7C

84 MAY 12 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

~~SECRET~~

Memorandum to Mr. T. W. Leavitt
Re: Buplans
Emergency Relocation Site
66-17381

DETAILS: By memorandum dated 4/8/76, [redacted] to Mr. Cochran, captioned "[redacted] facilities to redistribute equipment at various FBI locations. The alteration included the removal of certain communications equipment from the relocation site. Referenced memorandum did not indicate the effect on the emergency capability of the relocation site by removal of the equipment. Special Agent [redacted] was contacted when it became known the alteration had been proposed. [redacted] advised that the communications capability of the relocation site would not be reduced as a result of the alteration in equipment.

b6
b7C
b7E

~~SECRET~~

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Soc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
Gen. Inv. ___
Ident. ___
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Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Direc b6 c'y ___
b7C

TO : Mr. T. W. Leavitt TWL JI

FROM : Mr. F. J. Cassidy FJC

SUBJECT: BUPLANS - VITAL RECORDS AND RELOCATION TEAM CHARLIE

1 - Mr. H. E. Helgeson
1 - Mr. J. G. Deegan
(Attn: Mr. Newman)

DATE: 5/5/76

1 - Mr. V. V. Kolombatovic
(Attn: Mr. Murphy)
1 - Mr. [redacted]
(Attn: Mr. Castonguay)
1 - Mr. E. C. Peterson
(Attn: Mr. [redacted]
1 - Mr. J. W. Redfield
(Attn: Mr. Christensen)
1 - Mr. R. L. Shackelford
(Attn: Mr. [redacted]
1 - Mr. F. J. Cassidy
(Attn: Mr. [redacted]
1 - Mr. [redacted]

Cassidy

PURPOSE: To record meeting of Buplans coordinators for Division V concerning assignments to relocation Charlie Team and vital records.

DETAILS: On 5/5/76 Buplans coordinators or standins for all INTD Sections met. Each Section was asked to review its needs concerning personnel assigned to Team Charlie. IS-2 and IS-3 Section determined existing personnel assignments were adequate, the other Sections desired to review current assignments and advise the Division V coordinator, IS-3 Section, of changes.

Each Section was apprised of its responsibility to review semi-annually its vital records maintained at the relocation site. Each representative was furnished a list of the existing records their Section so maintained. Each Section was to review whether the documents were necessary or others should be added. A memorandum is to be prepared from the respective Section indicating additions, deletions, or that no change is necessary. Each Section's representative is responsible for seeing that such additions or deletions are physically made at the relocation site, and that existing documents are in fact maintained.

ACTION:

EX-104 REC-52 66-17381-37 RECORDED MAY 11 1976

For information.

66-17381

RHR:jmn jmn
(10)

[redacted] b6 b7C

5-

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. F. J. Cassidy
(Attn.: Mr. [redacted] b6 b7C
1 - Mr. E. C. Peterson
1 - Mr. [redacted]

DATE: 5/12/76

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. T. W. Leavitt

FROM : E. C. Peterson

SUBJECT: BUPLANS - VITAL RECORDS
AND RELOCATION TEAM CHARLIE

PURPOSE:

This responds to memorandum F. J. Cassidy to Mr. T. W. Leavitt 5/5/76, which requested each section to review material at the relocation site and submit memorandum justifying the records being maintained at the site.

DETAILS:

On 5/10/76, while on other official business, SA [redacted], CI-1 Section coordinator, reviewed vital records and determined that material relating to CI-1 Section should continue to be maintained at the relocation site.

ACTION:

For information.

MJS:lmh\lmh
(4)

REC-88 166-17381-3484

b6
b7C

21 MAY 17 1976

5-

MAY 28 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

TO : Mr. T. W. Leavitt

FROM : J. W. Redfield

SUBJECT: BUPLANS - VITAL RECORDS
AND RELOCATION TEAM CHARLIE

1 - Mr. F. J. Cassidy
(Attn: Mr. [redacted])
1 - Mr. J. W. Redfield
DATE: 5/11/76
1 - Mr. J. P. Thomas
1 - Mr. [redacted]

b6
b7C

Re F. J. Cassidy memo to Mr. T. W. Leavitt dated 5/5/76.

Personnel currently assigned to Team Charlie from CI-2 Section are considered adequate.

The list of vital records currently being maintained for CI-2 Section was reviewed. Number 2 and Number 6 (Satellite Intelligence Albums; Chinese Communist Intelligence Biographical Data Album, respectively) should be deleted from the list. CI-2 Section will ensure that a representative physically removes this material from the relocation site.

ACTION:

For information.

EX-110

66-17381

REC-16

66-17381-34

PBC:pbc
(5)

21 MAY 17 1976

5 JUN 1 1976

5010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
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DATE 03-23-2011 BY 60324 uc baw/sab/cls

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. T. W. Leavitt

DATE: 5/19/76

FROM : F. J. Cassidy

SUBJECT: BUPLANS - VITAL RECORDS
MAINTAINED AT RELOCATION SITE

PURPOSE: To obtain certification from Divisional Buplans coordinators that their Division's vital records at the relocation site are current.

DETAILS: It is established policy that each Division review its respective records and certify semiannually that its vital records at the relocation site are current.

Each Division's coordinator should review their respective vital records recorded in the "Highlights" book to be sure that the records indicated are current and, in fact, are those retained at the relocation site. The records at the

66-17381

EX-115

CONTINUED - OVER

REC-81 66-17381-3476

MJJ:jmn
(23)

1 - Mr. R. H. Ash
(Attn: Mr. Foley)
1 - Mr. H. N. Bassett
(Attn: Mr. Conley)
1 - Mr. J. Cochran, Jr.
(Attn: Mr. [redacted])
1 - Mr. A. J. Decker, Jr.
(Attn: Mr. Shea)
1 - Mr. F. C. Fehl
(Attn: Mr. Shubatt)
1 - Mr. R. J. Gallagher
(Attn: Mr. Long)
1 - Mr. H. E. Hoxie
(Attn: Mr. [redacted])
1 - Mr. J. J. McDermott
(Attn: Mr. Arms)
1 - Mr. J. A. Mintz
(Attn: Mr. [redacted])
2 - Mr. [redacted]
(1 - Mr. [redacted])
(1 - Mrs. [redacted])

1 - Mr. D. W. Moore, Jr.
(Attn: Mr. [redacted])
1 - Mr. E. W. Walsh
(Attn: Mr. [redacted])
1 - Mr. T. W. Leavitt
1 - Mr. J. G. Deegan
1 - Mr. V. V. Kolombatovic
(Attn: Mr. Murphy)
1 - Mr. [redacted]
(Attn: Mr. Castonguay)
1 - Mr. E. C. Peterson
(Attn: Mr. [redacted])
1 - Mr. J. W. Redfield
(Attn: Mr. Thomas)
1 - Mr. R. L. Shackelford
(Attn: Mr. [redacted])
1 - Mr. F. J. Cassidy
(Attn: Mr. [redacted])
1 - Mr. [redacted]

MAY 21 1976

b6
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b7E

5 JUN 2 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

5010-108

site should be physically inspected. Upon completion, advise by memorandum that the records were in fact inspected, what records are being maintained at the site, and which, if any, are being deleted or added. Each coordinator is responsible for actually placing and removing their vital records.

Access to the vital records is through the Chief Clerk's office at the relocation site.

ACTION:

That each Division coordinator review respective relocation site records and so advise as instructed above, by not later than 7/1/76.

RFK

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
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Rec. Mgmt.
Spec. Inv.
Training

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1 - Mr. [redacted] b6 b7C

BY LIAISON

Date: May 19, 1976

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C. 20405

Attention: Director, Western Virginia Operations Office
FPA/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

Bureau - Emergency Headquarters Cadre

Please delete the following names from list of cadre personnel of this Bureau: Messrs. William A. Branigan, Frederick C. Fehl, Thomas W. Leavitt, and Bernard C. Rachner. Their special badges have been returned to Federal Preparedness Agency (FPA) Special Operations Officer.

Enclosed for Special Operations Officer are three photographs, completed GSA Form 9033 and GSA Form 3292 for Messrs. Eugene C. Peterson, Robert L. Moore, Herbert L. Monahan, Jr., and James O. Ingram. The above individuals have "Top Secret" clearance based on an FBI background investigation. The date of Mr. Peterson's clearance is August 13, 1951; Mr. Moore's clearance is July 13, 1959; Mr. Monahan's clearance is January 22, 1945; and Mr. Ingram's clearance is December 4, 1953.

REC-64 66-17381-34

It is requested that badges for FPA Special Facility be issued to them.

ST 104

21 MAY 20 1976

2 - Executive Director, FPA/GSA - Enclosures (20)
Attention: Special Operations Officer
Room 4235, GS Building

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgnt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director's Sec'y ___

66-17381

MJJ:jmm (6)

Copies of enclosures delivered to Mr. Leavitt 5-19-76 1pm

SEE NOTE PAGE 2

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI/DOJ

Director, Federal Preparedness Agency
General Services Administration

NOTE:

In the event of a national emergency requiring relocation of Government operations, Messrs. Peterson, Moore, Monahan, and Ingram are designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility.

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Gen. Inv.
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Intell.
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Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director

TO : Mr. T.W. Leavitt

DATE: 5/20/76

FROM : J.G. Deegan

SUBJECT: BUPLANS - VITAL RECORDS AND RELOCATION TEAM CHARLIE

PURPOSE:

To advise of the fact that the IS-1 Section of the Intelligence Division has no vital records at the relocation site. There is no change in the IS-1 personnel assignment to be utilized at the relocation site in case of an emergency.

DETAILS:

The IS-1 Section of the Intelligence Division does not currently maintain any records at the relocation site.

There is no change in the personnel assignment of IS-1 personnel to be used at the relocation site in case of an emergency.

ACTION:

For information.

66-17381

REC-94

66-17381-34

21 MAY 25 1976

HAN:tdp (4)
1 - Mr. Leavitt
1 - Mr. F.J. Cassidy (Attn: Mr. [redacted])
1 - Mr. Deegan

b6
b7C

5 JUN 8 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

5010-108

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-23-2011

1 - Mr. J. B. Adams
1 - Mr. T. J. Jenkins
1 - Mr. R. H. Ash
(Attn: Mr. Page)
1 - Mr. H. N. Bassett
(Attn: Mr. Conley)

[redacted] Director
Security and Administrative Programs Staff
Office of Management and Finance

May 27, 1976

Director, FBI

1 - Mr. J. Cochran, Jr.
(Attn: Mr. [redacted])
2 - Mr. A. J. Decker, Jr.
(1 - Miss [redacted])
(1 - Mr. Shea)
1 - Mr. F. C. Fehl
(Attn: Mr. Shubatt)
1 - Mr. R. J. Gallagher
(Attn: Mr. Long)

CADRE ALLOCATION FOR THE
DEPARTMENT OF JUSTICE AT
CHARLIE HEADQUARTERS

Reference is made to your memorandum dated April 14, 1976, requesting that the cadre allocation for the Department of Justice at Charlie Headquarters be increased from 56 to 94.

Recent reassessment of allocated usable space at Charlie Headquarters established that the stated number of personnel that the site will accommodate is 257.

Currently, the total number of personnel that have been allocated to Charlie Headquarters is 248. This includes 191 FBI Headquarters personnel, [redacted], and, according to our records, 55 Departmental personnel.

It should be noted that the FBI personnel figure may vary with our responsibilities, priorities, changes in personnel assignments, restructuring of Divisions, etc.

Therefore, based on our current availability of space, your allocation can be increased to 64.

MAILED 6
MAY 28 1976
FBI

EX-115
REC 85

66-17381 — 3429
MJJ:lps
(27)

SEE NOTE PAGE 2

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
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Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

1 - Mr. H. E. Hoxie
(Attn: Mr. [redacted])
1 - Mr. J. J. McDermott
(Attn: Mr. [redacted])
1 - Mr. J. A. Mintz
(Attn: Mr. Farrington)
1 - Mr. [redacted]
(Attn: Mr. [redacted])
1 - Mr. D. W. Moore, Jr.
(Attn: Mr. [redacted])
1 - Mr. E. W. Walsh
(Attn: Mr. [redacted])
1 - Mr. T. W. Leavitt

1 - Mr. J. G. Deegan
(Attn: Mr. [redacted])
1 - Mr. V. V. Kolombatovic
(Attn: Mr. Murphy)
1 - Mr. [redacted]
(Attn: Mr. [redacted])
1 - Mr. E. C. Peterson
(Attn: Mr. [redacted])
1 - Mr. J. W. Redfield
(Attn: Mr. [redacted])
1 - Mr. R. L. Shackelford
(Attn: Mr. [redacted])
1 - Mr. F. J. Cassidy
(Attn: Mr. [redacted])
1 - Mr. [redacted]

MAIL ROOM [redacted] TELETYPE UNIT [redacted]

51 JUN 1 5 1976

FBI/DOJ

[redacted] Director
Security and Administrative Programs Staff
Office of Management and Finance
66-17381

b6
b7C

NOTE: ~~SECRET~~

This note is classified "Secret" since disclosure could reasonably be expected to result in serious damage to national security.

On 4/21/76, Mr. [redacted] ascertained from Mr. [redacted] Assistant for Plans and Operations, Federal Preparedness Agency (FPA), that a minimum of 100 square feet of usable shelter space should be allotted per person at the [redacted] relocation site. Space [redacted]

b6
b7C
b7E

T. J. Smith memorandum to Mr. E. S. Miller dated 10/12/72 captioned "Buplans, Emergency Relocation Matters," in response to Circular 9100.2 of the Office of Emergency Preparedness (OEP), created three separate executive teams; 202 FBI personnel were proposed for Team 3 (Charlie Team). This figure included space for Team 1 (Alpha Team) reserved at [redacted] for possible relocation there in whole or in part. This space was to be shared with Department of Justice Team 3 which tentatively comprised 55 Departmental and support personnel.

b7E

In preparing response, a canvass recently made of all Divisions and all sections of INTD reflects the following allocation of personnel to the relocation site:

~~SECRET~~

NOTE CONTINUED PAGE 3

[redacted] Director
Security and Administrative Programs Staff
Office of Management and Finance
66-17381__

b6
b7C

NOTE CONTINUED: ~~SECRET~~

[redacted]

b7D
b7E

Alpha Team has 18 Bureau personnel who are allotted to this team and may have to relocate in whole or in part to [redacted] The total of 191 FBIHQ referred to in memorandum consisted of total of personnel from all divisions listed above and 18 allotted personnel to Alpha Team. b7E

The following breakdown of personnel assigned to Charlie Team by Section in INTD resulted from conference 5/5/76.

INTD Front Office (2)
IS-1 (7)
IS-2 (13)
IS-3 (4)
CI-1 (15)
CI-2 (5)
CI-3 (14)
CI-4 (3)

~~Classified by 5736, XGDS 3, Indefinite~~.

~~SECRET~~

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

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UNITED STATES GOVERNMENT

Memorandum

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1 - Mr. T. W. Leavitt
1 - Mr. F. J. Cassidy
(Attn: Mr. [redacted])
1 - Mr. [redacted]

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.: ____
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspec. ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. T. W. Leavitt

DATE: 5/12/76

FROM : F. J. Cassidy

SUBJECT: BUPLANS — RELOCATION PERSONNEL

[redacted]

PURPOSE: To record the elimination of requirement of blood typing of FBIHQ relocation personnel.

SYNOPSIS: Blood type of FBIHQ relocation personnel was done beginning in 1955. Files show the practice has not been carried out since 1965. Frequency of change in relocation personnel and existence of medical facilities at relocation sites precludes necessity of such action.

BUREAU POLICY: In 1955, policy required blood typing of FBIHQ relocation personnel.

RECOMMENDATION:

Blood typing requirement be eliminated.

REC-45

66-17381

66-17381-34X9

CONTINUED - OVER

RHR:jmn
(4)

116

7 JUN 29 1976

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

5010-108

JUN 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Memorandum to Mr. T. W. Leavitt
Re: Buplans - Relocation Personnel
66-17381

DETAILS: A Bureau practice of typing blood was initiated in 1955 (serial 66-17381-1305), but dropped off about 1965. The necessity for the rule is diminished due to the availability of adequate medical facilities at the relocation site. From a practical point of view the turnover of FBIHQ personnel assigned to relocation teams has precluded the carrying on of this practice and was also the reason it was not implemented field wide in 1955. The field offices have never been required to establish blood types of their relocation personnel.

Various Division coordinators have asked whether the blood typing requirement is still existent. In view of current factors the requirement should be officially removed.

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Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
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Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. Mooke

DATE: 6/7/76

FROM : G. E. Malmfeldt

SUBJECT: BUPLANS - VITAL RECORDS MAINTAINED AT RELOCATION SITE

PURPOSE:

To respond to F. J. Cassidy to T. W. Leavitt memo dated 5/19/76 and captioned as above.

DETAILS:

A review of the "Highlights" book by External Affairs Division discloses that this Division maintains no vital records at the relocation site.

RECOMMENDATION:

That this memorandum be referred to Intelligence Division for appropriate handling.

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

EX-112
REC-81 66-17381-3490

6 JUN 15 1976

1 - Mr. Malmfeldt

JBT:bjw (2)

5 JUN 25 1976

OPTIONAL FORM NO. 10
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GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

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Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
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Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. Gallagher

DATE: 6/18/76

FROM : B. H. Cooke

1 - Mr. Long
1 - Mr. Leavitt
(ATTN: [redacted])

SUBJECT: BUPLANS - VITAL RECORDS MAINTAINED AT RELOCATION SITE

PURPOSE: To advise that the General Investigative Division (GID) does not maintain any vital records at the relocation site.

RECOMMENDATION: None. For information.

DETAILS: It is established policy that each Division review its respective records and certify semiannually that its vital records at the relocation site are current.

GID does not maintain any vital records at the relocation site.

CAL/brb (3)

EX-116

REC-52 66-17381-3492

5 JUN 21 1976

File: 66-17381

JUL 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

FBI/DOJ

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UNITED STATES GOVERNMENT

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DATE 03-23-2011 BY 60324 uc baw/sab/cls

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
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Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Leavitt

DATE: 5/28/76

FROM : W. M. Mooney

SUBJECT: BUPLANS-VITAL RECORDS MAINTAINED AT RELOCATION SITE 66-17381

Re memo Mr. Cassidy to Mr. Leavitt dated 5/19/76. requesting each Division Buplans coordinator to physically inspect and review vital records retained at the relocation site.

"Highlights of FBI Headquarters Defense Plans" indicates that there are no vital records to be maintained at the relocation site by the Training Division.

RECOMMENDATION:

None. For information only.

AWS:sm
(3)

EX-116

[redacted]

b6
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66-17381-3493

JUN 22 1976

JUN 29 1976

OPTIONAL FORM NO. 10
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UNITED STATES GOVERNMENT

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Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgnt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. J. A. Mintz

Unit Chief
FROM : Legal Liaison Unit

DATE: 6/18/76

SUBJECT: BUPLANS--VITAL RECORDS MAINTAINED AT RELOCATION SITE Emergency Headquarters

PURPOSE: To advise of the results of Legal Counsel review of vital records necessary for Division operation in the event of relocation.

DETAILS: F. J. Cassidy to Mr. T. W. Leavitt memorandum, captioned as above, dated May 19, 1976, requested each Division to review its records to determine that any records deemed essential to Division operation are current and maintained at relocation site.

On May 26, 1976, Special Agent [redacted] reviewed Legal Counsel Division "Highlights" book and determined that no records essential to the operation of this Division were currently maintained at the relocation site. [redacted] b6 b7C b7E

On June 11, 1976, Special Agent [redacted] physically inspected Legal Counsel Defense Plans maintained at the relocation site at [redacted] and confirmed that no vital records of this Division were maintained at the relocation site. b6 b7C b7E

ACTION: For information.

Enclosure

1 - Mr. Leavitt
Attn: Mr. [redacted]
1 - Mr. Mintz
1 - Legal Liaison

RFO:ljm
(4)

EX-115

REC-80 66-17381-3484

APPROVED:
Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgmt. ___
Spec. Inv. ___
Training ___

JUN 23 1976

[redacted] b6 b7C

JUL 12 1976

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Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : Mr. T. W. Leavitt

1 - Mr. F. J. Cassidy
1 - Mr. J. W. Redfield

DATE: 6/30/76

FROM : J. W. Redfield

1 - Mr. J. P. Thomas
1 - Chief Clerk, [redacted] b7E

SUBJECT: BUPLANS - VITAL RECORDS
MAINTAINED AT RELOCATION SITE Emergency Headquarters For FBIHQ

Re F. J. Cassidy memorandum to Mr. T. W. Leavitt dated 5/19/76.

On 6/28/76 records for CI-2 Section maintained at the relocation site were reviewed by SA [redacted] CI-2 Section, INTD, as were the entries in the "Highlights" book pertaining to CI-2 Section. The following records are being maintained and are current: b6 b7C

1. Satellite Personnel Intelligence Activities (SATPIA) and Yugoslav Personnel Intelligence Activities (YUPIA) Letters

2. Monograph captioned "Yugoslav Intelligence Activities in the United States."

3. Censorship - Photostat of Standby National Censorship Agreement between FBI, Department of Justice, and Office of Defense Mobilization for the Office of Censorship, effective 2/18/58; and Censorship Watch List Preparation Instructions (Photostat); forms.

4. Chinese Communist Intelligence Biographical Data Album.

66-17381

EX-110 REC-36

66-17381-34

6

JUL 2 1976

PBC:lkb
(5)

CONTINUED OVER

84 JUL 14 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

FBI/DOJ

Memorandum to Mr. T. W. Leavitt
Re: BUPLANS - VITAL RECORDS
MAINTAINED AT RELOCATION SITE

ACTION:

The Satellite Intelligence Album should be removed since it is out-of-date. The Chief Clerk, [redacted] will ensure this Album is removed and returned to CI-2 Section for destruction. b7E

JPT

APPROVED:
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
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Ident.
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Plan. & Eval.
Rec. Mgmt.
Spec. Inv.
Training

Satellite Intelligence Album has been returned to HQ from [redacted] 8-19-76 b7E

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UNITED STATES GOVERNMENT

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Asst. Dir.:
Adm. Serv.
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Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

Memorandum

TO :MR. CALLAHAN

DATE: 6-29-76

FROM :W. K. DE BRULER

SUBJECT: BUPLANS - VITAL RECORDS MAINTAINED AT RELOCATION SITE

Memorandum F. J. Cassidy to T. W. Leavitt dated 5-19-76 instructed that each FBIHQ division's Buplans Coordinator physically inspect any records maintained at the relocation site to determine if any should be added or deleted.

This will certify that on 6-23-76 SA [redacted] Buplans Coordinator for the Office of Planning and Evaluation (OPE), reviewed the "Highlights" book maintained by the Chief Clerk's Office at [redacted] and determine the only record maintained at the relocation site for OPE is a copy of the division's Buplans. This set of our Buplans was physically inspected and it was noted that some amended pages are needed due to recent changes in personnel assignments in OPE. Appropriate changes will be made and amended pages submitted by separate communication. b6 b7C b7E

CEM:crt
(6)

1 - Defense Plans Desk
1 - Records Repository [redacted]
1 - Mr. DeBruler
1 - Mr. [redacted]
1 - Mr. Moses

66-17381

detached

66-17381
NOT RECORDED
23 JUL 14 1976 b6 b7C b7E

66-17381

5 JUL 5 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

5010-108

~~CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-23-2011

1 - Mr. Cochran
1 - Mr. [redacted]

July 7, 1976

REGISTERED

EX-110

REC-23 66-17385-34

Mr. [redacted]
Chief
Security Branch (ICS)
c/o Washington Complex Division
Defense Communications Agency
Code 542
Washington, D.C. 20305

Dear Mr. [redacted]:

Reference your letter dated June 14, 1976, soliciting information concerning FBI "System Approved Personnel." Enclosed herewith is the information which you requested.

b6
b7C

Please be assured of our continued desire to cooperate with you fully on all matters of mutual interest. If you need any information or assistance, please feel free to contact Mr. [redacted] or Mr. [redacted] of our headquarters, telephone: 202-324-3469.

Sincerely yours,

Jay Cochran, Jr.

Jay Cochran, Jr.
Assistant Director FBI
Laboratory Division

MAILED 10
JUL 7 1976
FBI

Enclosure

~~CONFIDENTIAL~~

Unclassified when separated from enclosure.

NOTE:

See memorandum [redacted] to Mr. Cochran dated 7/2/76.

1 - 66-17385 (BUPLANS)

RMF:sla
(5)

~~Classified by 1534~~
~~Exempt from GDS, Category 3~~
~~Date of Declassification Indefinite~~

MAIL ROOM ☑ TELETYPE UNIT ☐

84 JUL 20 1976

FBI/DOJ

APPROVED:	Ext. Affairs	Laboratory	
Assoc. Dir.	Fin. & Pers.	Legal Coun.	
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.	
Dep. AD Inv.	Ident.	Rec. Mgmt.	
Asst. Dir.:	Inspection	Spec. Inv.	
Adm. Serv.	Intell.	Training	

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgmt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

718247

UNRECORDED COPY FILED IN 66-17385-1

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Cochran

DATE: July 1, 1976

FROM : [redacted]

SUBJECT: BUPLANS - VITAL RECORDS MAINTAINED AT RELOCATION SITE

Reference F. J. Cassidy to Mr. Leavitt memorandum, 5/19/76.

The purpose of this memorandum is to advise that the Laboratory's BuPlans Coordinator, SA [redacted] has reviewed the "Highlights" book and ascertained that the Laboratory's vital records as recorded therein are current. SA [redacted] also verified that the records listed in the "Highlights" book are physically present at the Relocation Site. No records are being added to or deleted from this Division's vital records at this time.

b6
b7C

RECOMMENDATION:

That this memorandum be forwarded to the BuPlans Desk.

She included records for Communications Section per SA [redacted] 7-2-76 dm

66-17381-
NOT RECORDED
25 JUL 14 1976

5 [redacted]

1 - Mr. Cochran
1 - Mr. [redacted]

RMF:sdd
(3)

54 JUL 15 1976

66-17381

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
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DATE 03-23-2011 BY 60324 uc baw/sab/cls

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
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Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Cochran

DATE: 7/2/76

FROM : [redacted]

SUBJECT: BUREAU PLANS - EMERGENCY RELOCATION SITE

The Interagency Communications System (ICS) of the Defense Communications Agency (DCA) has requested that the Bureau provide information regarding certain of our employees who have responsibilities in connection with the security of our Emergency Relocation Site (ERS). ICS personnel need this information to conduct day-to-day business, and for use in an emergency. The request is reasonable and it is considered to be in the best interests of the Bureau to provide the information.

RECOMMENDATION:

That the attached letter furnishing requested information be signed and forwarded to ICS. The letter is classified ~~confidential,~~ in accordance with the security classification of our ERS, and should be sent via Registered Mail.

b6
b7C

EX-110

66-17385-219

UNRECORDED COPY FILED IN

REC-23 66-17381-219

21 JUL 8 1976

1 - 66-17385 BUPLANS
1 - Mr. Cochran
2 - Mr. Leavitt
1 - Mr. [redacted] Room 4847
1 - Mr. Ryan, Room 4063
1 - Mr. [redacted]
1 - Mr.
1 - Mr.
1 - Mr.

RMF:bk
(9)

84 JUL 20 1976

5010-108

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. T. W. Leavitt
1 - Mr. F. J. Cassidy
1 - Mr. [redacted]
1 - Mr.

oc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
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Laboratory
Legal Coun.
Plan. & Eval.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO :Mr. T. W. Leavitt TWL mlm MR

FROM [redacted]

DATE: 7/1/76

SUBJECT: BUPLANS - VITAL RECORDS MAINTAINED AT RELOCATION SITE

PURPOSE:

To certify that vital records maintained at the relocation site for this section are current. Additions and deletions to the Cuban Intelligence Album have been prepared and are in the process of being carried out.

b6
b7C

DETAILS:

Memorandum F. J. Cassidy to Mr. T. W. Leavitt dated 5/19/76 captioned as above, emphasized established policy that each division review its respective records and certify semi-annually that its vital records at the relocation site are current. Each coordinator was instructed to review respective relocation site records and advise whether or not these records are current and that a memorandum be prepared by not later than 7/1/76. This memorandum is in compliance with these instructions. Records maintained by CI-3 at the relocation site include: (1) List of Dangerous Aliens of Nations Outside the Soviet Bloc, International Organizations and (2) Cuban Intelligence Album (Checked by representative of CI-3 Section semiannually.)

ACTION:

None. For information.

RTC:jmr
(5)

REC-33 66-17381-3498

EX-116

5-

JUL 22 1976

66-17381

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

ALL INFORMATION CONTAINED
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DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. T. W. Leavitt
1 - Mr. A. B. Fulton
1 - Mr. [redacted]

BY COURIER SERVICE

Date: July 29, 1976

To: Mr. Leslie W. Bray
Director, Federal Preparedness Agency (FPA)/GSA
Room 4240, GSA Building
18th and F Streets, Northwest
Washington, D. C.

Attention: Mr. [redacted]

b6
b7C

From: Clarence M. Kelley, Director

Subject: CONTINUITY OF THE EXECUTIVE BRANCH
OF THE FEDERAL GOVERNMENT

BY COURIER SVC.
JUL 30 A.M.
FBI

Reference is made to our communication to Mr. [redacted] Acting Assistant Director for Government Preparedness, Office of Emergency Preparedness, dated March 22, 1973, captioned as above, listing certain essential uninterruptible functions to be performed by our three Executive Teams under emergency conditions.

ST-111 DE-7 REC-84 66-17381-3411

On July 23, 1976, Mr. [redacted] contacted this office and suggested certain qualifying phrases be incorporated into our statement of such functions to make them more realistic in the context of emergency conditions. The underlined portions of the following represent those recommended additions:

22 AUG 3 1976

Essential uninterruptible functions to be performed by the three Executive Teams include:

1. Direction and coordination - as circumstances allow - of urgent and expanded efforts regained by Congressional enactments and Executive Branch directives to detect and deter hostile activities directed against the United States by foreign or domestic elements.

2. Immediate dissemination of information - to the extent that conditions permit - concerning hostile intentions and activites to Government officials and agencies.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
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Gen. Inv.
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Plan. & Eval.
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Spec. Inv.
Training
Telephone Rm.
Director Sec'y

66-17381
MJJ:jmn
10 AUG

MAIL ROOM ☑ TELETYPE UNIT ☐

SEE NOTE PAGE 2

FBI/DOJ

Mr. Leslie W. Bray
Director, FPA/GSA

3. Response to specific requests from top Government officials and agencies for FBI information related to numerous internal security matters.

4. Direction and coordination of investigations - to the extent they can be deployed - into those criminal matters requiring close attention during emergency conditions.

5. Determination of FBI resources available during an emergency period and assignment of such resources to assure continuity of FBI essential functions.

NOTE:

On 7/23/76, Mr [redacted] Liaison Officer, FPA, furnished a representative of INTD, Buplans Desk, a Xerox copy of Bureau communication dated 3/22/73, supra, with insertions consisting of qualifying phrases which reflected, according to Mr [redacted], more realistic essential uninterruptible functions under national emergency conditions. Mr [redacted] explained that his agency was making these suggestions at this time since this was the earliest opportunity they have had to evaluate responses from various departments and agencies (addressing the matter of essential noninterruptible functions). Mr. [redacted] added that his agency was currently in the process of putting together a compendium of these functions for submission as a budgetary consideration and since time was of the essence he was hoping to expedite responses from the departments and agencies involved by contacting them personally. Additions, supra, do not appear to be inconsistent with Bureau policy.

b6
b7C

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

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DATE 03-23-2011 BY 60324 uc baw/sab/cls

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Dep. AD Adm.
Dep. AD Inv.
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Training
Telephone Rm.
Director Sec'y

TO : Mr. T. W. Leavitt

FROM : R. L. Shackelford

SUBJECT: BUPLANS - VITAL RECORDS MAINTAINED AT RELOCATION SITE (Emergency Headquarters - FBIHQ)

1 - Mr. R. H. Ash
(Attn.: Mr. [redacted])

DATE: 6/29/76

1 - Mr. [redacted]
(Attn.: Mrs. [redacted])
1 - Mr. T. W. Leavitt
1 - Mr. F. J. Cassidy
(Attn.: Mr. [redacted])
1 - Mr. R. L. Shackelford
1 - Mr. [redacted]

b6
b7C
b7E

F. J. Cassidy to Mr. T. W. Leavitt memorandum 5/19/76 requested each Division or Section coordinator physically inspect records maintained at relocation site and advise which records should be maintained and which should be removed.

IS-2 representative has reviewed these records and following are being maintained:

1. Security Informant Index cards
2. Attorney General's Portfolio - Rtd to HQ
3. ADEX cards - Rtd to HQ
4. Key Facilities List as furnished by Secretary of Defense
5. Communist Party, USA - Annual Intelligence Digest - Rtd to HQ
6. Photographic copies of handwriting specimens of ADEX subjects catalogued as top functionaries - Rtd to HQ
7. Duplicate copy of monthly ADEX list (Last printout) - Rtd to HQ
8. Microfilm copies of fingerprint cards for ADEX subjects where identification record is known. - Rtd to HQ

EX-113 REC 32 66-17381-3500

Regarding items 3, 5, 6, 7 and 8 these items will be destroyed upon approval that destruction of certain FBI records can so be destroyed noting that ADEX program is no longer in effect.

22 AUG 24 1976

WNP:lm
(7)

Items 2, 3, 5, 6, 7, 8 returned to FBIHQ

5 - WNP

ENCLOSURE

369

AUG 27 1976

CONTINUED - OVER

Memorandum to Mr. T. W. Leavitt
Re: Buplans

Items 3, 7 and 8 are being returned to FBIHQ for storage pursuant to recommendations set forth in INTD addendum to [redacted] to Mr. Ash memorandum dated 6/16/76 captioned "Administrative Index and Security Index; Bureau Relocation Site." Items 5 and 6 are being retained for time being by IS-2 Section.

b6
b7C

RECOMMENDATION:

For information.

WNP/lcsm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Mr. Shackelford
4434 FBI
6-16-76

MR. ASH

[redacted] b6 b7C

ADMINISTRATIVE INDEX (ADEX)
AND SECURITY INDEX
BUREAU RELOCATION SITE

PURPOSE: To set into motion the return of the ADEX and the Security Index from the Bureau Relocation Site at [redacted] b7E to the Intelligence Division for present retention and future disposal.

SYNOPSIS: Although the above indices are no longer operative, they have been maintained in space assigned to the Identification Division at the relocation site. They are to be returned to FBIHQ.

BUREAU POLICY: The ADEX was discontinued by Nitel dated 1-14-76.

RECOMMENDATION: That the return of the ADEX and Security Index to the Intelligence Division be coordinated between the Identification Division representative [redacted] b6 b7C and Section Chief Robert L. Shackelford.

DETAILS: On 6-4-76, while conducting an inventory of material available for the use of the Identification Division at [redacted] b7E it was determined that microfilmed fingerprints of ADEX subjects and photographs of the fingerprint cards of Security Index subjects are on file.

EFF:gkh
(6)
1 - Mr. Leavitt (CONTINUED - OVER)

SEE ADDENDUM, INTELLIGENCE
DIVISION, PAGE THREE

66-17381-350

Enclosure

Subsequently, discussions were had with Fred J. Cassidy and Keith A. Mendenhall regarding the future of such material. Mr. Mendenhall has advised Mr. Shackelford decided that the microfilm and index, in question, should properly be returned to Security IS - 2 of the Internal Security Branch of the Intelligence Division. There it will be maintained under current guidelines against destruction and may be disposed of at a later date.

ADDENDUM, INTELLIGENCE DIVISION, 7/9/76, ~~KAM:lm~~

Inasmuch as the Security Index (SI) and Administrative Index (ADEX) have both been discontinued, the INTD concurs with Mr. [redacted] memorandum and recommends all material pertaining to these former programs be removed from the relocation site and returned to FBIHQ where suitable storage space will be furnished. The material to be stored will be locked and sealed until such time as the Congressional moratorium regarding destruction of material relating to intelligence matters is lifted and these indices and related material can be destroyed. b6 b7C

For information, according to the Chief Clerk's Office at the relocation site, the following items pertaining to these programs are stored at the site:

1. Copy of the Attorney General Portfolio (to have been utilized with the former SI) - space required: part of one legal size cabinet drawer.

2. Copy of last computerized ADEX print-out - maintained in sealed envelope.

3. ADEX and SI cards - space required: two 6-drawer 5 X 8 indices cabinets.

4. Microfilm fingerprint records - space required: ½ legal size cabinet drawer.

5. Fingerprint cards - space required: 1 fingerprint card filing cabinet.

6. 3 X 5 fingerprint classification cards - space required: 1 file cabinet containing 15 drawers, 15 inches deep for 3 X 5 indices.

It is to be noted the copy of the Attorney General Portfolio, as well as a copy currently maintained at FBIHQ in the IS-2 Section of INTD, were to be utilized in conjunction with the Department's Emergency Detention Program, now defunct, and are Departmental documents. These two copies should be returned to the Attorney General and will be forwarded by separate communication upon receipt of the copy from the relocation site.

It is therefore recommended the above-described material be returned to FBIHQ where it will be maintained in a sealed condition until approval for destruction is obtained.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
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DATE 03-23-2011 BY 60324 uc baw/sab/cls

Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
Files & Com.
Gen. Inv.
Ident.
Inspection
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Laboratory
Legal Coun.
Plan. & Eval.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

TO : MR. ASH

DATE: 7-16-76

FROM : [redacted] b6 b7C

SUBJECT: BUPLANS - VITAL RECORDS FOR IDENTIFICATION DIVISION MAINTAINED AT RELOCATION SITE

PURPOSE: To set out exactly what material the Identification Division maintains at the relocation site.

BUREAU POLICY: Each division is responsible for the accuracy, currency and workable condition of their Buplans material.

RECOMMENDATION: None. For information.

DETAILS: A survey was made of the material stored at the [redacted] relocation site by the writer, Identification Division Buplans Coordinator on 6-11-76. A memorandum was prepared on 6-16-76, [redacted] to Mr. Ash, recommending that the ADEX and Security Index files be returned to the Intelligence Division. A copy of this memorandum is attached. b6 b7C b7E

The following material will remain at the [redacted] relocation site: photographs of FBI personnel fingerprint card (on microfilm, not purged upon termination of employment); 2 fingerprint glasses; 2 pair surgeon gloves; 1 fingerprint camera; 2 packs of 2 1/4 x 3 1/4 film; 6 extra batteries for fingerprint camera; 1 pair scissors; 1 completely equipped fingerprint stand; 500 blank personal identification fingerprint cards; 1 kit for fingerprinting deceased; 1 fingerprint powdering kit with brushes; 12 sheets of white lifting tape; and 12 sheets of black lifting tape. b7E

EFF:gkh
(4)
1 - Mr. Leavitt
(Attention: Mr. Fred Cassidy)

REC-64 66-[redacted]-3502

5 AUG [illegible] 1976

[redacted] b6 b7C

SEP 1 1976

SEP 7 1976

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Assistant Attorney General for Administration

August 30, 1976

PERS. REC. UNIT

John J. McDermott
Assistant Director
Administrative Services Division
DESIGNATED OFFICIALS

Reference is made to our memorandum of April 19, 1976, which identified the Bureau officials to be notified in the event of an emergency at the JEH F.B.I. Building.

Due to recent organizational changes, the "official in charge" to be notified in an event of emergency is Mr. James P. Flynn, Section Chief of the Printing and Space Management Section. The enclosed GSA Form R3-1484 reflects this recent change. One copy of the form is being furnished to the GSA Buildings Manager, Mr. [redacted] b6 b7C

Enclosure

REC-19 64-17361-3713

EX-103

7 SEP 8 1976

LMQ:lr (4)

NOTE: The attached form deletes the name of John P. Dunphy, and adds the name of Mr. Flynn as the official to be notified in the event of an emergency at the JEH F.B.I. Building.

Ext. Affairs
Files & Com.
Gen. Inv.
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Plan. & Eval.
Spec. Inv.
Training

MAILED 15
AUG 31 1976
FBI

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Admin.
Comp. Syst.
Ext. Affairs
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Gen. Inv.
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Training
Legal Coun.
Telephone Rm.
Director Sec'y

SEP 21 1976

MAIL ROOM ☐ TELETYPE UNIT ☐

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. [redacted]

BY LIAISON

Date: September 16, 1976

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director, Western Virginia Operations Office
FPA/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

b6
b7C

Subject: FBI CADRE PERSONNEL

Bufiles - FBI HQ

Please delete the name of Mr. Nicholas P. Callahan from the list of cadre personnel of this Bureau. His special badge has been returned to Federal Preparedness Agency (FPA) Special Operations Officer.

Enclosed for Special Operations Officer are three photographs and completed GSA Forms 9033 and 9038 each accompanied by completed GSA Form 3292 for Mr. Richard G. Held, who is being added to the FBI relocation cadre. Mr. Held has "Top Secret" clearance based on an FBI background investigation. The date of Mr. Held's clearance is January 13, 1941.

EX-113 REC-75 66-17381-3504

It is requested that an FPA Special Facility and combined JEEP transportation badge be issued to him.

2 - Executive Director, FPA/GSA - Enclosures (7)
Attention: Special Operations Officer
Room 4235, GS Building

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
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Training
Telephone Rm.
Director Sec'y

66-17381

DIM:jmn
(6)

SEE NOTE PAGE 2

MAIL ROOM ☒ TELETYPE UNIT ☐

84 OCT 4 1976

SEP 27 1976

GPO : 1976 O - 207-526

Director, Federal Preparedness Agency
General Services Administration

NOTE:

In the event of a national emergency requiring relocation of Government operations, Mr. Held is designated to relocate to the consolidated Government facility operated by FPA. A special badge is required for access to FPA classified relocation site and [redacted] (FBI allotted space for Director and Associate Director) referred to by FPA as JEEP (Joint Emergency Evacuation Plan). b7E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

Assistant Director, [redacted] b7E 9-20-76

Director, FBI

BUPLANS – EMPLOYEE WELFARE FUNDS

Reference is made to Bureau letter dated July 31, 1958, in which certain information concerning the Special Agents Insurance Fund and the Charles S. Ross Fund was set out. Since these records are maintained at [redacted] b7E in accordance with Bureau instructions, this information is being directed to you for inclusion in the confidential records repository. There is contained herein a listing of all Bonds purchased for the Special Agents Insurance Fund and the Charles S. Ross Fund.

As of the close of business August 31, 1976, the Special Agents Insurance Fund maintained the following accounts:

BANK	BOOK NUMBER	AMOUNT
American Security & Trust Company	04-953-19-786	$ 39,197.08
Eastern Liberty Federal Savings & Loan	611715	39,418.00
Equitable Savings & Loan Assn.	S-64156	41,135.57
First Federal Savings & Loan Assn. of Washington	00-012495-8	40,816.92
Home Federal Savings & Loan	2454-6	38,703.32
Interstate Federal Savings and Loan Assn.	154-0134-6	39,458.48
National Permanent Federal Savings and Loan	707-749-1	39,419.27
Northwestern Federal Savings and Loan Assn.	S-21175-5	39,928.34
OBA Federal Savings & Loan Assn.	58926	40,295.30
Perpetual Federal Savings & Loan Assn.	122-1287-4	40,664.40
Virginia National Bank	022544700000052	5,890.61
Washington Federal Savings & Loan	34-273-4	38,786.79
	TOTAL	$443,714.08

MAILED 3 SEP 21 1976

Assoc. Dir. ___
Dep. AD Adm. ___
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Asst. Dir.:
Admin. ___
Comp. Syst. ___
Ext. Affairs ___
Files & Com. ___
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Legal Coun. ___
Plan. & Eval. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

1 - Mr. [redacted]
MBW:emf
(4)

EX-113

REC-52

66-173 81-350

SEP 22 1976

MAIL ROOM ☐ TELETYPE UNIT ☐

b6
b7C

GPO : 1975 O - 594-120

Letter to Assistant Director
Re: Buplans

BONDS - SPECIAL AGENTS INSURANCE FUND

DATE	SERIES	BOND NUMBER	FACE VALUE
10/59	H	M3723157H	$ 1,000.00
10/59	H	M3723156H	1,000.00
10/59	H	V501736H	5,000.00
10/59	H	V501737H	5,000.00
10/59	H	V501738H	5,000.00
10/59	H	V501739H	5,000.00
10/59	H	V501740H	5,000.00
2/68	E	X3057265E	10,000.00
2/68	E	X3057274E	10,000.00
2/68	E	X3057275E	10,000.00
2/68	E	M89829715E	1,000.00
2/68	E	M89829716E	1,000.00
2/68	E	M89829717E	1,000.00
2/68	E	C488004055E	100.00
2/68	E	C488004056E	100.00
2/68	E	C488004057E	100.00
2/68	E	Q2320626960E	25.00
12/68	E	X3057336E	10,000.00
12/68	E	X3057337E	10,000.00
12/68	E	X3057338E	10,000.00
12/68	E	X3057339E	10,000.00
12/68	E	X3057340E	10,000.00
12/68	E	X3057341E	10,000.00
12/68	E	M90770944E	1,000.00
12/68	E	R41313191E	200.00
12/68	E	C496179779E	100.64
12/68	E	Q2386343783E	25.16
		TOTAL	$121,650.80

All Special Agents were members of the Special Agents Insurance Fund at the close of business August 31, 1976.

Virginia National Bank Savings Certificate No. 02-254 000313610: $18,052.05

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

MAIL ROOM ☐ TELETYPE UNIT ☐

Letter to Assistant Director
Re: Duplans

As of the close of business August 31, 1976, the Charles S. Ross Fund maintained the following accounts:

BANK	BOOK NUMBER	AMOUNT
National Permanent Federal Savings & Loan	715-228-0	$1,936.56
Washington Federal Savings & Loan	46-742-1	1,122.48
	TOTAL	$3,059.04

DATE	SERIES	BOND NUMBER	FACE VALUE
11/63	E	X3005929E	$10,000.00
11/63	E	X3005930E	10,000.00
11/63	E	M86065022E	1,000.00
11/63	E	M86065023E	1,000.00
11/63	E	M86065024E	1,000.00
11/63	E	M86065025E	1,000.00
11/63	E	M86065026E	1,000.00
11/63	E	M86065027E	1,000.00
11/63	E	M86065028E	1,000.00
11/63	E	M86065029E	1,000.00
11/63	E	R35921906E	200.00
11/63	E	R35921907E	200.00
11/63	E	L618921427E	50.00
12/63	E	X3015266E	10,000.00
12/63	E	X3005545E	10,000.00
12/63	E	M86065052E	1,000.00
12/63	E	D86278226E	500.00
12/63	E	C441106533E	100.00
3/64	E	M86357937E	1,000.00
3/64	E	M86357938E	1,000.00
3/64	E	M86357939E	1,000.00
3/64	E	M86357940E	1,000.00
3/64	E	M86357941E	1,000.00
3/64	E	M86357942E	1,000.00
3/64	E	M86357943E	1,000.00
3/64	E	M86357944E	1,000.00
3/64	E	M86357945E	1,000.00
3/64	E	L625189216E	50.00
		TOTAL	$59,100.00

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Admin. ____
Comp. Syst. ____
Ext. Affairs ____
Files & Com. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Plan. & Eval. ____
Spec. Inv. ____
Training ____
Legal Coun. ____
Telephone Rm. ____
Director Sec'y ____

MAIL ROOM ☐ TELETYPE UNIT ☐

APPROVED:
Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____ RCC/EH
Laboratory ____
Legal Coun. ____
Spec. Inv. ____
Training ____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. [redacted]

BY LIAISON

FEDERAL GOVERNMENT (EUPLANS) - FBI H.Q.

Date: November 5, 1976

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director, Western Virginia Operations Office
FPA/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

Please delete the following names from list of cadre personnel of this Bureau: Mr. Robert L. Shackelford and Mrs. Erma D. Metcalf. Their special badges have been returned to Federal Preparedness Agency (FPA) Special Operations Officer.

ST-168 V-13 REC-86 66-17381-

Enclosed for Special Operations Officer are three photographs and completed GSA Forms 9033 and 9038 each accompanied by completed GSA Form 3292 for Mr. William O. Cregar and Miss [redacted]. The above individuals have "Top Secret" clearance based on an FBI background investigation. The date of Mr. Cregar's clearance is January 15, 1951, and Miss [redacted] clearance is February 8, 1954.

Also, this is to advise that Mr. [redacted] is one of the alternate Defense Plans Coordinators for this Bureau and should be carried as a "Special Exception" on the cadre listing.

Enclosed for Special Operations Officer are three photographs, completed GSA Forms 9033 and 9038 each accompanied by completed GSA Form 3292, completed questionnaire concerning

66-17381

SEE NOTE PAGE 2

DIM:jmn
(6)

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun ___
Plan. & Eval. ___
Rec. Mgmt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

MAIL ROOM ☒ TELETYPE UNIT ☐

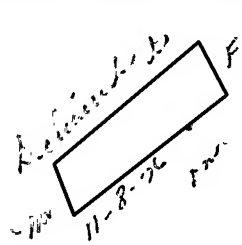
PERS. REC. UNIT

Director, Federal Preparedness Agency
General Services Administration

Directory of Federal Department and Agency Emergency Coordinators/ Alternates and IEPC Members/Observers with completed GSA Form 3202 A. Mr. [redacted] has 'Top Secret" clearance as of February 12, 1962, based on an FBI background investigation.

It is requested that badges for FPA Special Facility be issued to them.

2 - Executive Director, FPA/GSA - Enclosures (23)
Attention: Special Operations Officer
Room 4235, GS Building



b6
b7C

NOTE:

In the event of a national emergency requiring relocation of Government operations, Mr. Cregar and Miss [redacted] are designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility. The term "Special Exception" is used by FPA for Defense Plans Coordinators and their alternates who require access to its Emergency Operations Center, but are not designated to relocate to that site.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 03-23-2011 BY 60324 uc baw/sab/cls

1 - Mr. [redacted]

BY LIAISON

Date: December 9, 1976

To: Director, Federal Preparedness Agency
General Services Administration
18th and F Streets, Northwest
Washington, D. C.

Attention: Director, Western Virginia Operations Office
FPA/GSA
Room 4209, GS Building

From: Clarence M. Kelley, Director

Subject: FBI CADRE PERSONNEL

Please delete the following names from list of cadre personnel of this Bureau: Mr. [redacted] and Mr. [redacted] Their special badges have been returned to Federal Preparedness Agency (FPA) Special Operations Officer.

b6
b7C

Enclosed for Special Operations Officer are three photographs and completed GSA Forms 9033 and 9038 each accompanied by completed GSA Form 3292 for Mr. Karl V. Hetherington, who is being added to the FBI relocation cadre. Mr. Hetherington has "Top Secret" clearance based on an FBI background investigation. The date of Mr. Hetherington's clearance is April 15, 1940.

REC-19 66-17381-3

Also enclosed are three photographs and completed GSA Forms 9033 and 9038 each accompanied by completed GSA Form 3292, completed questionnaire concerning Directory of Federal Department and Agency Emergency Coordinators/Alternates and IEPC Members/Observers with completed GSA Form 3292 A for Mr. Louis J. Brune, Jr. Mr. Brune replaces Mr. [redacted] as Defense Plans Coordinator for this Bureau and should be carried as a "Special Exception" on the cadre listing. Mr. Brune has "Top Secret" clearance as of April 9, 1951, based on an FBI background investigation.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

66-17381

DIM
(6)

MAIL ROOM ☐ TELETYPE UNIT ☐

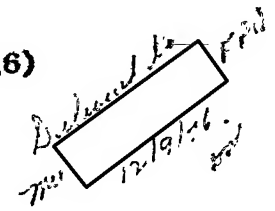
SEE NOTE PAGE 2

GPO : 1976 O - 207-526

Director, Federal Preparedness Agency
General Services Administration

It is requested that badges for FPA Special Facility be issued to them.

2 - Executive Director, FPA/GSA - Enclosures (16)
Attention: Special Operations Officer
Room 4235, GS Building



b6
b7C

NOTE:

In the event of a national emergency requiring relocation of Government operations, Mr. Hetherington is designated to relocate to the consolidated Government facility operated by FPA. A special pass issued by FPA is necessary to gain admittance to this facility. The term "Special Exception" is used by FPA for Defense Plans Coordinators and their alternates who require access to its Emergency Operations Center, but are not designated to relocate to that site.

APPROVED:	Adm. Serv.	Legal Coun.
	Ext. Affairs	Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt.
Assoc. Dir.	Gen. Inv.	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

~~CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 03-23-2011

UNITED STATES GOVERNMENT

Memorandum

1 - Miss [redacted]
1 - Mr. J. B. Adams
1 - Mr. T. W. Leavitt

TO : Mr. T. W. Leavitt

DATE: 12/16/76

1 - Mr. H. A. Boynton, Jr.
1 - Mr. F. J. Illig, Jr.
1 - Mr. B. P. Herndon
1 - Mr. T. J. Harrington
1 - Mr. A. B. Fulton
1 - Mr. [redacted]

FROM : A. B. Fulton

SUBJECT: BUPLANS
RELOCATION OF THE DIRECTOR

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

All information contained herein is unclassified except as otherwise noted.

PURPOSE:

b6
b7C

To advise of the procedures established for rendering assistance to Mr. Kelley in the event FBI Headquarters operations must be moved from Washington, D. C., during time of national emergency.

SYNOPSIS:

In case of national emergency, the Director will be so notified by Assistant Director T. W. Leavitt. During duty hours Mr. Kelley will be assisted from his office for possible travel to the Federal Preparedness Agency (FPA) consolidated Government facility by Inspector Homer A. Boynton, Jr. (alternates Inspector Frank J. Illig, Jr., and Special Agent (SA) Thomas J. Harrington). During nonworking hours he will be assisted by Inspector Boynton; Section Chief Bell P. Herndon; night, midnight, or weekend Supervisors of the General or Special Investigative Divisions, or duty agent Washington Field Office. If desired by Mr. Kelley, assistance will be provided for Mrs. Kelley by SAs [redacted] or [redacted]

66-17381

MJJ:jmn
(10)

REC-71

ST-108

66-173 51-3506

CONTINUED - OVER

9 DEC 28 1976

~~CONFIDENTIAL~~

~~Classified by 4375~~
~~Exempt from GDS, Category~~ Number 3
~~Date of Declassification~~ Indefinite

8 JAN 5 1977

~~CONFIDENTIAL~~

Memorandum to Mr. T. W. Leavitt
Re: Buplans
Relocation of the Director
66-17381

RECOMMENDATION:

For information and approval of the Director.

ALLOCATED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.

Adm. Serv.
Ext. Affairs
Fin. & Pers.
Con. Inv.
Ident.
Intell.

Files & Com.
Gen. Inv.
Laboratory
Legal Coun.
Plan. & Insp.
Rec. Mgt.
S. & T. Serv.
Spec. Inv.
Training

DETAILS:

Arrangements have been made to receive warning information from a number of sources. Information concerning national emergency so received will be authenticated prior to notification of Bureau officials.

In the event of a national emergency, the Director will be notified, during duty and nonduty hours, by Assistant Director T. W. Leavitt. If requested by Mr. Kelley, Mr. Leavitt will advise the Attorney General of the emergency situation. Should the President direct movement of top Government officials, arrangements have been made to render assistance to the Director in traveling to the consolidated Government facility operated by the FPA or to the FBI Headquarters relocation site. During duty hours Mr. Kelley will be assisted from his office by Inspector Homer A. Boynton, Jr. (alternates Inspector Frank J. Illig, Jr., and SA Thomas J. Harrington), to

b7E

CONTINUED - OVER

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Memorandum to Mr. T. W. Leavitt
Re: Buplans
Relocation of the Director
66-17381

[redacted] b7E

Inspector Homer A. Boynton, Jr.
4019 North River Street
Arlington, Virginia
Telephone: 536-3613

Section Chief Bell P. Herndon
526 North Oakland Street
Arlington, Virginia
Telephone: 528-6247

Night, midnight, or weekend Supervisors of the General or Special Investigative Divisions.

Special Agent on duty, Washington Field Office
Telephone: 324-2685 or
324-2785

WFO is presently aware of their responsibility to provide alternate transportation for the Director if called upon.

Assistance for Mrs. Kelley while present in Washington, D. C., will be provided, if desired by Mr. Kelley, by the following Special Agents assigned to the Washington Field Office during duty or nonduty hours:

[redacted] b6 b7C

CONTINUED - OVER

~~CONFIDENTIAL~~

Memorandum to Mr. T. W. Leavitt
Re: Buplans
Relocation of the Director
66-17381

[redacted]

b6
b7C

When not in Washington, D. C., it will be the responsibility of the Special Agent in Charge of the territory in which Mr. Kelley is located to provide assistance for his relocation in the event of a national emergency. Instructions concerning assistance to the Director and Mrs. Kelley have been furnished to all field offices for incorporation in their emergency planning documents.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-07-2011 BY 60324 uc baw/sab/cls

1 - Mr. R. G. Held
1 - Mr. J. B. Adams
1 - Mr. T. W. Leavitt
1 - Mr. A. B. Fulton
1 - Mr. R. L. Shackelford
1 - Mr. E.P. Grigalus
1 - Mr. K. A. Mendenhall

DATE: 7/16/76

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir. ___
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgmt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. T. W. Leavitt

FROM : R. L. Shackelford

SUBJECT: MAINTENANCE OF VITAL RECORDS AT RELOCATION SITE

Bureau War Plans - Emergency Headquarters for SOG.

PURPOSE:

To obtain concurrence of Attorney General (AG) of system to maintain documents of subjects under full domestic security investigations and full counterintelligence investigations (except sources, assets, and diplomatic officials) at our relocation area.

b6
b7C

SYNOPSIS:

AG was advised by memorandum 1/13/76 of system to maintain documents at our relocation area which would enable FBI to discharge duties under emergency conditions. With implementation of AG Guidelines in intelligence field it is now believed we should reiterate this system and obtain AG's concurrence prior to implementation.

RECOMMENDATION:

That attached letter be sent to AG concerning this procedure and requesting his concurrence.

66-17381

Enclosure

KAM:lm
(8)

DETAILS - PAGE TWO

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

66-17381-3509

ST-126

REC-71

DE-40

MAR 4 1977

5 MAR 28 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

5010-108

Memorandum to Mr. T. W. Leavitt
Re: Maintenance of Vital Records
at Relocation Site
66-17381

DETAILS:

Memorandum to AG dated 1/13/76 captioned "Administrative Index (ADEX)," set forth procedures to insure pertinent documents would be stored at our relocation area which could be utilized during emergency conditions. During meeting on 1/28/76 between representatives of the Department and FBIHQ, it was indicated procedures as outlined in 1/13/76 memorandum were proper and were approved on behalf of the AG. During April, 1976, representatives of the Department and FBIHQ again met and decided pertinent documents as mentioned in 1/13/76 memorandum would be those communications pertaining to subjects of full domestic security investigations and full counterintelligence investigations, except sources, assets, and diplomatic officials. AG Guidelines have now been implemented with respect to investigations in the intelligence field, and it is believed we should again set forth our procedures concerning this matter and obtain concurrence of AG prior to actual implementation.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-07-2011 BY 60324 uc baw/sab/cls

1 - Mr. R. G. Held
1 - Mr. J. B. Adams
1 - Mr. T. W. Leavitt

The Attorney General

July 27, 1976

1 - Mr. A. B. Fulton
1 - Mr. R. L. Shackelford
1 - Mr. E. P. Grigalus
1 - Mr. K. A. Mendenhall

Director, FBI

(C)

Bureau was [illegible] - Emergency Headquarters for S.O.G.

MAINTENANCE OF VITAL RECORDS
AT RELOCATION SITE

Reference is made to my memorandum dated January 13, 1976, entitled "Administrative Index (ADEX)."

Referenced communication (a copy of which is attached) advised that to insure the FBI would be able to discharge those duties which would undoubtedly be assigned under emergency conditions, I devised a procedure which would permit the FBI to afford priority investigative attention, to individual cases where needed, without the utilization or maintenance of an ADEX as such. In this regard, I proposed to forward to our relocation area copies of pertinent reports, letterhead memoranda, and other such communications, as necessary, pertaining to high priority matters. Such communications would be a part of and represent an extension of the Bureau's present filing system and would enable the FBI to have readily available at an alternate site, documents permitting this Bureau to discharge its duties in the event of destruction or inaccessibility of Headquarters records.

MAILED 3
JUL 28 1976
FBI

On January 28, 1976, a meeting was held among Messrs. N. P. Callahan (former Associate Director), J. B. Adams, W. R. Wannall (former Assistant Director of the Intelligence Division), and Deputy Attorney General Harold R. Tyler, Jr., at the request of Mr. Tyler. My memorandum of January 13, 1976, was discussed and Mr. Tyler was assured the ADEX had been discontinued. The above-described procedure which was set forth in referenced memorandum was reviewed and Mr. Tyler indicated he believed procedures which had been devised were proper and he approved them on your behalf.

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

KAM:lm (10)

SEE NOTE PAGE TWO

REC-7 66-12381-3510

SI-126

3 MAR 4 1977

DO NOT FILE

MAR 23 1977

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI/DOJ

The Attorney General

Following discussions within the Intelligence Division of the FBI, it was decided that implementation of the above procedure would be delayed pending receipt of and placing into operation your guidelines for conducting domestic security investigations and counterintelligence investigations. In anticipation of implementing above-described procedure, a discussion was held on April 1, 1976, between Deputy Assistant Attorney General Mary Lawton, Office of Legal Counsel, and representatives of the FBI. During the discussion, it was decided and believed proper that in connection with our keeping copies of pertinent communications at a relocation area, only those communications concerning individuals who are the subjects of full investigations under criteria set forth in your guidelines for domestic security and subjects of full counterintelligence investigations (except sources, assets, and diplomatic officials) will be forwarded to our relocation area. In order to insure only pertinent documents are available at our relocation area, communications stored at the site will be purged upon a determination an individual's activities no longer meet the requirements for a full investigation under the guidelines. The documents to be stored at the relocation area will be maintained in numerical order by FBIHQ file number and no alphabetized list will be made.

We have now completed arrangements to implement the above-described procedure. Your concurrence is respectfully requested and upon receipt of same, this procedure will be made operational.

Enclosure

NOTE:

See memorandum R. L. Shackelford to Mr. T. W. Leavitt, dated 7/16/76, captioned as above, prepared by KAM:lm.

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv.	Intell.	Training

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-07-2011 BY 60324 uc baw/sab/cls

1 - Mr. R. G. Held
1 - Mr. J. B. Adams
1 - Mr. R. J. Gallagher
1 - Mr. T. W. Leavitt
1 - Mr. A. B. Fulton
1 - Mr. J. G. Deegan
1 - Mr. K. A. Mendenhall

The Attorney General

September 29, 1976

Director, FBI FEDERAL GOVERNMENT

MAINTENANCE OF VITAL RECORDS
AT RELOCATION SITE

Reference is made to your memorandum dated September 16, 1976.

I do not believe the recent organizational changes made in the domestic security field will necessitate any changes in the plan I outlined in my July 27, 1976, memorandum. These recent changes will, of course, greatly reduce the amount of material to be maintained at the site; however, since this material concerns both the domestic and foreign counterintelligence fields, I feel it is still feasible and desirable to institute this plan.

Again, I respectfully request your concurrence in this matter and upon receipt of same, the procedure previously outlined will be made operational.

KAM:lm
(10)

MAILED 10
OCT 1 - 1976
FBI

NOTE:

66-17381-3512

The 7/27/76 communication to the Attorney General (AG), copy attached, requested AG approval to institute a procedure whereby pertinent documents in the domestic and foreign counterintelligence fields would be forwarded to the relocation site and thus allow us to afford priority investigative attention under emergency conditions in individual cases where needed. The AG wondered whether recent organizational changes in the domestic security field would affect treatment of the records to be kept at the relocation site. It is believed the procedure to be used is still necessary and would not be affected by the recent changes, other than the amount of material to be forwarded in the domestic area would be reduced.

REC-71 66-17381-3512
MAR 4 1977

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

APPROVED:
Assoc. [illegible]
Dep. [illegible]
Dep. [illegible]
Asst. Dir.:
Adm. Serv.

MAIL ROOM ☐ TELETYPE UNIT ☐

GPO : 1976 O - 207-526

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-07-2011 BY 60324 uc baw/sab/cls

Assoc. Dir. ____
Dep. AD Adm. ____
Dep. AD Inv. ____
Asst. Dir.:
Adm. Serv. ____
Ext. Affairs ____
Fin. & Pers. ____
Gen. Inv. ____
Ident. ____
Inspection ____
Intell. ____
Laboratory ____
Legal Coun. ____
Plan. & Eval. ____
Rec. Mgnt. ____
Spec. Inv. ____
Training ____
Telephone Rm. ____
Director Sec'y ____

TO : Mr. Bassett

DATE: 10/1/76

FROM : J. P. Flynn

SUBJECT: BUPLANS - VITAL RECORDS MAINTAINED AT RELOCATION SITE

PURPOSE: To respond to a request by the Bureau BUPLANS Coordinator for information regarding vital records maintained by Administrative Services Division at the relocation site. b6 b7C

DETAILS: By memo from Cassidy to Leavitt dated 5/19/76, the BUPLANS Coordinator requested information regarding vital records maintained by each Division at the relocation site.

This material was reviewed on 9/27/76 by [redacted] and consists of the following pertaining to Administrative Services Division:

Pay records of Bureau personnel (current)
Retirement records of Bureau personnel (current)
Annual Leave Records of Bureau personnel (current)
Salary Tables (not current)
~~List of Bureau personnel (not current)~~
General Services Administration Emergency Preparedness Plans (not current)

RECOMMENDATIONS: (1) That necessary changes be made in the "highlights" of the Administrative Services Division (presently located in Division Front Office) to reflect these holdings at the relocation site.

APPROVED: Ext. Affairs ____ Labor Adv. ____
Assoc. Dir. ____ Fin. & Pers. ____ Legal Coun. ____
Dep. AD Adm. ____ Gen. Inv. ____ Plan. & Eval. ____
Dep. AD Inv. ____ Ident. ____ Rec. Mgnt. ____
Asst. Dir.: Inspection ____ Spec. Inv. ____
Adm. Serv. ____ Intell. ____ Training ____

(2) That Data Processing Section (DPS) send by routing slip to the relocation site, a current copy of the salary tables and thereafter provide copies when changes occur.

APPROVED: Ext. Affairs ____ Laboratory ____
Assoc. Dir. ____ Fin. & Pers. ____ Legal Coun. ____
Dep. AD Adm. ____ Gen. Inv. [redacted] Plan. & Eval. ____
Dep. AD Inv. ____ Ident. ____ Rec. Mgnt. ____
Asst. Dir.: Inspection ____ Spec. Inv. ____
Adm. Serv. ____ Intell. ____ Training ____

APR 26 1977

b6 [redacted] b7C

1 - Mr. [redacted] (Intelligence Division)
1 - Mr. [redacted] (Finance and Personnel Division)
1 - Mr. Bassett (Attention: [redacted])
1 - Mr. [redacted]

WCA:jb
(6)

(CONTINUED OVER)

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

Memo Flynn to Bassett
Re: Buplans - Vital Records Maintained
at Relocation Site

(3) That DPS send a current list of Bureau personnel by routing slip to the relocation site, and thereafter provide a copy each time a new list is compiled.

not to be returned (destroy)
10/20/76 WCG

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv. HNB/cm	Intell.	Training

(4) That Printing and Space Management Section provide a current copy of General Services Administration Emergency Preparedness Plans to the relocation site, and thereafter provide current copies as they are published. (This will be handled by Security Coordination Unit).

done 10/20/76 WCG

APPROVED:	Ext. Affairs	Laboratory
Assoc. Dir.	Fin. & Pers.	Legal Coun.
Dep. AD Adm.	Gen. Inv.	Plan. & Eval.
Dep. AD Inv.	Ident.	Rec. Mgmt.
Asst. Dir.:	Inspection	Spec. Inv.
Adm. Serv. HNB/cm	Intell.	Training

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. R. J. Gallagher

FROM : J. G. Deegan

SUBJECT: BUPLANS — EMERGENCY HEADQUARTERS FOR S.O.G.

1 - Mr. R.E. Long
1 - Mr. R.J. Gallagher
~~SECRET~~
1 - Mr. W. A. Meincke
1 - Mr. A. J. Decker, Jr.
1 - Mr. J. A. Mintz
DATE: 11/24/76
1 - Mr. T. W. Leavitt
1 - Mr. J. G. Deegan
1 - Mr. [redacted]
1 - Mr. E. C. Peterson
1 - Mr. J. W. Redfield
1 - Mr. K. A. Mendenhall

Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Asst. Dir.:
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Inspection
Intell.
Laboratory
Legal Coun.
Plan. & Eval.
Rec. Mgnt.
Spec. Inv.
Training
Telephone Rm.
Director Sec'y

DECLASSIFICATION AUTHORITY DERIVED FROM: FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 10-07-2011

PURPOSE:

To implement procedure approved by The Attorney General regarding forwarding to relocation site, pertinent documents which would enable us to afford priority investigative attention under emergency conditions in individual cases where needed.

b6
b7C

SYNOPSIS:

Documents reflecting pertinent information regarding subjects of full domestic security investigations and subjects of full counterintelligence investigations (except sources, assets, and diplomatic officials) will be forwarded to relocation site. Following review of documents by substantive case supervisors, same will be forwarded Domestic Security Section and sent to relocation site to be filed numerically by Bureau file number. When case closed or no longer meets criteria for full investigation, documents will be purged and destroyed at Quantico. Mrs. [redacted] who handled the former Administrative Index (ADEX), would be the most knowledgeable clerical employee in this area and the most logical to handle the above procedures. Number of cases involved in this procedure are approximately 230 in the domestic security field and approximately 250 in the foreign counterintelligence field.

JUN 2 1977

BUREAU POLICY:

None.

1 ENCLOSURE

Enclosure

SECRET

KAM:bmf/dm
(12)

Classified by 6347
Exempt from GDS, Category 3
Date of Declassification Indefinite

CONTINUED - OVER

57 AUG 26 1977

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FBI/DOJ

5010-108

~~SECRET~~

Memorandum to Mr. R. J. Gallagher
Re: Buplans

RECOMMENDATIONS:

1. Procedures outlined herein be implemented for forwarding documents to relocation site.

2. That Mrs. [redacted] be transferred to the Domestic Security Section to handle documents for forwarding to relocation site.

b6
b7C

APPROVED:

Director
Assoc. Dir.
Dep. AD Adm.
Dep. AD Inv.
Adm. Serv.
Ext. Affairs
Fin. & Pers.
Gen. Inv.
Ident.
Intell.
Legal Coun.
Plan. & Insp.
Rec. Mgt.
S. & T. Serv.
Spec. Inv.
Training

RECOMMENDATION REFERS TO DUPLICATE COPIES ONLY - THE ORIGINAL COPY WILL BE MAINTAINED IN HQ FILES

~~SECRET~~

CONTINUED - OVER

Memorandum to Mr. R. J. Gallagher
Re: Buplans

DETAILS:

Following discontinuance of ADEX on 1/14/76, Mr. N. P. Callahan (former Associate Director), Mr. J. B. Adams, and Mr. W. R. Wannall (former Assistant Director, Intelligence Division), met with Deputy Attorney General H. Tyler, Jr., to discuss our memorandum of 1/13/76 to The Attorney General which set forth a means of insuring we would be able to have available, documents from which we can discharge our duties in the event of emergency conditions. This memorandum noted for the benefit of The Attorney General, that in the future we would forward, to our relocation site, copies of pertinent reports, letterhead memoranda, and other such communications as necessary pertaining to individual cases which would allow us to afford priority investigative attention under emergency conditions to these cases. As explained in our memorandum to The Attorney General, these documents would represent an extension of our files at FBIHQ. Following the discussion on this matter, Mr. Tyler stated he thought the procedures which we had devised were proper and he approved of them on behalf of The Attorney General.

Discussions concerning this matter within the Intelligence Division have elicited an agreement that pertinent documents pertaining to subjects of full domestic security investigations, as outlined in The Attorney General guidelines for domestic security investigations, and subjects of full counterintelligence investigations (except sources, assets, and diplomatic officials) should be forwarded the relocation site. These documents considered pertinent will be reports, letterhead memoranda and other such communications which contain identifying background information and activities of the subject. The communications submitted by the field office which set forth the basis of the full investigation and background information of the subject will be maintained in a folder at [redacted] filed numerically by Bureau file number, on a permanent basis during that period of time the subject of the communication is also the subject of a full investigation. Additional communications received on the same subject will be reviewed and only those reflecting a change in background (residence and employment) or status of b7E

Memorandum to Mr. R. J. Gallagher
Re: Buplans

activities will be placed in the folder. Upon receipt of a communication reflecting such changes, the previous communication in the folder (except that setting forth basis and complete background) will be removed and destroyed in order that only current information on the subject is being maintained. No new instructions will be necessary to the field regarding communications reflecting changes in personal history or activities of a subject since existing instructions state an investigative summary or letterhead memorandum should be submitted. When a full investigation on which documents are sent to the relocation site is closed or results of investigation no longer meet criteria of a full investigation, the relocation site will be so notified and the folder may be removed and contents destroyed. Procedures outlined above will insure only pertinent documents are maintained and will not necessitate a complete duplication of the file maintained at FBIHQ. Such complete duplication is not needed inasmuch as the main purpose of the documents at [redacted] will be to identify individual files in the event of an emergency from which information may be provided and instructions issued to field offices on those cases needing priority attention. By communication dated 11/2/76 (copy attached), The Attorney General approved the above procedure. There will be approximately 230 cases in the domestic security field and approximately 250 cases in the foreign counter-intelligence field, handled in the above-described manner. b7E

The above procedures will be coordinated through the Domestic Security Section. Following review of communications from the field, substantive case supervisors will send those pertinent documents described above (original and copies) to Domestic Security Section for forwarding to the relocation site. Instructions for [redacted] whether to file or, where necessary, purge documents, will be handled in Domestic Security Section. This matter will be a clerical function within the Domestic Security Section. Mrs. [redacted] formerly of the IS-2 Section, Intelligence Division, and who handled the former ADEX is currently assigned to Division Four, Records Management Division. Inasmuch as above function will be clerical in nature and Mrs. [redacted] b6 b7C b7E

CONTINUED - OVER

Memorandum to Mr. R. J. Gallagher
Re: Buplans

would be the most knowledgeable clerical employee in this area, it is believed Mrs. [redacted] should be re-assigned to the General Investigative Division, Domestic Security Section, to handle these procedures. Documents will be routed to her by the substantive case supervisor for her review, and if necessary forwarding to the relocation site. Mrs. [redacted] will maintain sufficient records to afford a review of folders maintained at the relocation site each six months to verify filing and destruction procedures and to insure accuracy. b6 b7C

Upon approval of procedures outlined herein, representatives of Domestic Security Section will coordinate with representatives of [redacted] to implement system. b7E

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

~~SECRET~~

1 - Mr. R.J. Gallagher
1 - Mr. W.A. Meincke
1 - Mr. A.J. Decker, Jr.
1 - Mr. J.A. Mintz
1 - Mr. T.W. Leavitt
1 - Mr. J.G. Deegan
1 - Mr. [redacted] b6 b7C
1 - Mr. E.C. Peterson
1 - Mr. J.W. Redfield
1 - Mr. K.A. Mendenhall

Assoc. Dir. ___
Dep. AD Adm. ___
Dep. AD Inv. ___
Asst. Dir.:
Adm. Serv. ___
Ext. Affairs ___
Fin. & Pers. ___
Gen. Inv. ___
Ident. ___
Inspection ___
Intell. ___
Laboratory ___
Legal Coun. ___
Plan. & Eval. ___
Rec. Mgnt. ___
Spec. Inv. ___
Training ___
Telephone Rm. ___
Director Sec'y ___

TO : Mr. R.J. Gallagher

DATE: 1/18/77

FROM : J.G. Deegan

SUBJECT: BUPLANS F.B. 0112

PURPOSE:

To implement procedure approved by The Attorney General regarding forwarding to relocation site, pertinent documents which would enable us to afford priority investigative attention under emergency conditions in individual cases where needed.

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 10-07-2011

SYNOPSIS:

Documents reflecting pertinent information regarding subjects of full domestic security investigations and subjects of full counterintelligence investigations (except sources, assets, foreign officials and foreign visitors) be forwarded to relocation site. Following review of documents by substantive case supervisors, same will be forwarded Domestic Security Section and sent to relocation site to be filed numerically by Bureau file number. When case closed or no longer meets criteria for full investigation, documents will be purged and destroyed at [redacted] b6 b7C b7E Mrs. [redacted] who handled the former Administrative Index (ADEX), would be the most knowledgeable clerical employee in this area and the most logical to handle the above procedures. Number of cases involved in this procedure are approximately 230 in the domestic security field and approximately 250 in the foreign counterintelligence field.

SI-126 REC-31 66-17351-3513

Memorandum concerning this matter originally submitted 11/24/76; however, it cannot be located at present and it is unknown to what extent approval for the above was granted. Inasmuch as this is a matter of importance in our administrative handling of sensitive cases, it is requested this memorandum be forwarded for approval and replace the 11/24/76 memorandum.

24 MAR 1 1977

CONTINUED - OVER

Enclosure
KAM:bmf
(11)

~~SECRET~~
Classified by 6347
Exempt from GDS, Category 3
Date of Declassification Indefinite

~~SEE ADDENDUM, INTD, PAGE 5~~
SEE ADDENDUM, GID, PAGE 6

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

FBI/DOJ

~~SECRET~~

Memorandum to Mr. R.J.Gallagher
Re: Buplans

BUREAU POLICY:

None.

RECOMMENDATIONS:

1. Procedures outlined herein be implemented for forwarding documents to relocation site.

COPIES ONLY - ORIGINALS TO REMAIN IN HQ FILES FOR ARCHIVAL REQUIREMENTS

2. That Mrs. [redacted] be transferred to the Domestic Security Section to handle documents for forwarding to relocation site.

b6
b7C

APPROVED:

Adm. Serv.		Legal Coun.
Ext. Affairs		Plan. & Insp.
Director	Fin. & Pers.	Rec. Mgt. AJD
Assoc. Dir.	Gen. Inv. 9/KVH	S. & T. Serv.
Dep. AD Adm.	Ident.	Spec. Inv.
Dep. AD Inv.	Intell.	Training

DETAILS:

Following discontinuance of ADEX on 1/14/76, Mr. N.P. Callahan (former Associate Director), Mr. J.B. Adams, and Mr. W.R. Wannall (former Assistant Director, Intelligence Division), met with Deputy Attorney General H.Tyler, Jr., to discuss our memorandum of 1/13/76 to The Attorney General which set forth a means of insuring we would be able to have available, documents from which we can discharge our duties in the event of emergency conditions. This memorandum noted for the benefit of The Attorney General, that in the future we would forward, to our relocation site, copies of pertinent reports, letterhead memoranda, and other such communications as necessary pertaining to individual cases which would allow us to afford priority investigative attention under emergency conditions to these cases. As explained in our memorandum to The Attorney General, these documents would represent an extension of our files at FBIHQ. Following the discussion on this matter, Mr. Tyler stated he

~~SECRET~~ CONTINUED - OVER

Memorandum to Mr. R.J. Gallagher
Re: Buplans

thought the procedures which we had devised were proper and he approved of them on behalf of The Attorney General.

Discussions concerning this matter within the Intelligence Division have elicited an agreement that pertinent documents pertaining to subjects of full domestic security investigations, as outlined in The Attorney General guidelines for domestic security investigations, and subjects of full counterintelligence investigations (except sources, assets, foreign officials & foreign visitors) should be forwarded the relocation site. These documents considered pertinent will be reports, letterhead memoranda and other such communications which contain identifying background information and activities of the subject. The communications submitted by the field office which set forth the basis of the full investigation and background information of the subject will be maintained in a folder at [redacted] filed numerically by Bureau file number, on a permanent basis during that period of time the subject of the communication is also the subject of a full investigation. Additional communications received on the same subject will be reviewed and only those reflecting a change in background (residence and employment) or status of activities will be placed in the folder. Upon receipt of a communication reflecting such changes, the previous communication in the folder (except that setting forth basis and complete background) will be removed and destroyed in order that only current information on the subject is being maintained. No new instructions b7E will be necessary to the field regarding communications reflecting changes in personal history or activities of a subject since existing instructions state an investigative summary or letterhead memorandum should be submitted. When a full investigation on which documents are sent to the relocation site is closed or results of investigation no longer meet criteria of a full investigation, the relocation site will be so notified and the folder may be removed and contents destroyed. Procedures outlined above will insure only pertinent documents are maintained and will not necessitate a complete duplication of the file maintained at FBIHQ. Such complete duplication is not needed inasmuch as the main purpose of the documents at [redacted] will be to identify individual files in the event of an emergency from which information may be provided and

Memorandum to Mr. R.J. Gallagher
Re: Buplans

instructions issued to field offices on those cases needing priority attention. By communication dated 11/2/76 (copy attached), The Attorney General approved the above procedure. There will be approximately 230 cases in the domestic security field and approximately 250 cases in the foreign counterintelligence field, handled in the above-described manner.

The above procedures will be coordinated through the Domestic Security Section. Following review of communications from the field, substantive case supervisors will send those pertinent documents described above (original and copies) to Domestic Security Section for forwarding to the relocation site. Instructions for [redacted] whether to file or, where necessary, purge documents, will be handled in Domestic Security Section. This matter will be a clerical function within the Domestic Security Section. Mrs. [redacted] formerly of the IS-2 Section, Intelligence Division, and who handled the former ADEX is currently assigned to Division Four, Records Management Division. Inasmuch as above function will be clerical in nature and Mrs [redacted] would be the most knowledgeable clerical employee in this area, it is believed Mrs. [redacted] should be re-assigned to the General Investigative Division, Domestic Security Section, to handle these procedures. Documents will be routed to her by the substantive case supervisor for her review, and if necessary, forwarding to the relocation site. Mrs. [redacted] will maintain sufficient records to afford a review of folders maintained at the relocation site each six months to verify filing and destruction procedures and to insure accuracy.

b6
b7C
b7E

Upon approval of procedures outlined herein, representatives of Domestic Security Section will coordinate with representatives of [redacted] to implement system.

b7E

Memorandum concerning this matter originally submitted 11/24/76; however, it cannot be located at present and it is unknown to what extent approval for the above was granted. Inasmuch as this is a matter of importance in our administrative handling of sensitive cases, it is requested this memorandum be forwarded for approval and replace the 11/24/76 memorandum.

ADDENDUM: INTELLIGENCE DIVISION RHR:jmn 1/27/77

As noted INTD has concurred that certain FCI documents should be forwarded to the relocation site for availability during an emergency for use when FBIHQ files are not accessible and agrees that regular Bureau documents contain data appropriate for this purpose.

INTD does not concur in the proposed administrative handling of this material for the following reasons. It is believed that INTD's responsibility for application of the policy as to retention of documents relating to FCI investigative matters can best be had by administering the collation of the relevant documents within INTD. Furthermore, there presently exists in INTD, as in all headquarters divisions, a position for coordination of divisional Buplans matters, in this case vital records, and within each INTD section the section duty is also assigned. The INTD divisional Buplans coordinator can see that the records are properly channeled to the relocation site, while the section coordinator can review the documents for policy considerations. Also, handling of the documents within INTD restricts proliferation of sensitive FCI documents, and would be more secure, and prevent added storage costs. Last, INTD believes the emphasis given to separation of domestic and foreign matters would not be reinforced by reviewing the FCI documents by the Domestic Security Section as described in the memorandum, particularly since some of these documents involve Communist Party cases which are now FCI matters. For the above reasons INTD desires to continue to process FCI documents within INTD and therefore does not concur in this memorandum.

~~SECRET~~

bmf

ADDENDUM: GENERAL INVESTIGATIVE DIVISION KAM:bmf 3/3/77

The addendum by the Intelligence Division (INTD) has been reviewed, and discussed between Assistant Director T.W. Leavitt, Inspector-Deputy Assistant Director W.O. Cregar and Supervisor K.A. Mendenhall. Due to the sensitivity and the need-to-know basis of the documents handled by the INTD, and since some of these documents will meet the criteria for transmittal under the provisions of this memorandum, it is believed the INTD should handle those matters pertaining to foreign counterintelligence investigations which relate to the substance of this memorandum. INTD should devise procedures whereby copies of documents of interest will be forwarded to the relocation site as well as procedures for insuring only current and pertinent information is stored at the site.

The Domestic Security Section of the General Investigative Division believes matters of a domestic nature should be handled as set forth in the memorandum, and that Mrs. [redacted] should be assigned these duties per instructions in memorandum.

All information contained in this memorandum pertains to policies and procedures relating to Bureau Plans and should be classified "Secret" and handled accordingly.

b6
b7C

APPROVED:

Director	Adm. Serv.	Legal Coun.	
Assoc. Dir.	Ext. Affairs	Plan. & Insp.	
Dep. AD Adm.	Fin. & Pers.	Rec. Mgt.	
Dep. AD Inv.	Gen. Inv.	S. & T. Serv.	
	Ident.	Spec. Inv.	
	Intell.	Training	

Placed on Trial in Pay/Per

per

* Mrs. [redacted] to report to R. 5012 at 9:00 am on 3/21/77. Mr. Powers + Mr. Moore's offices advised. Mrs. [redacted] to serve 60-day trial in position Clerk, GS-5 (proposed). Mr. Mendenhall, CID, requested to prepare appropriate position description.

Position description prepared 3/21/77

- 6 -

~~SECRET~~